

**ESSENTIAL SERVICES AGREEMENT**

**BETWEEN:**

**THE CROWN IN RIGHT OF ALBERTA**

- and -

**THE ALBERTA UNION OF PROVINCIAL EMPLOYEES**

<b>ACCEPTED</b>	
<i>A. J. A.</i>	<i>Apr. 6, 2018</i>
Commissioner	Date
EA No. <u>ESA 2 - 2018</u>	

**BACKGROUND:**

- A. As a result of *An Act to Implement a Supreme Court Ruling Governing Essential Services*, which amended PSERA and the Code, the Parties have certain responsibilities as relates to entering into an “essential services agreement”;
- B. The Parties wish to enter into this Agreement to meet their respective essential services agreement obligations under PSERA and the Code; and
- C. The Parties have negotiated in good faith and made every reasonable effort to enter into this Agreement.

NOW THEREFORE, the Parties agree as follows:

**PART A – GENERAL PROVISIONS**

**ARTICLE 1 – STRUCTURE OF THIS AGREEMENT**

1.01 This Agreement consists of two parts, being:

- (a) Part A, which contains general provisions that apply to the entire Agreement; and
- (b) Part B, which contains schedules with specific provisions related to:
  - (i) The Essential Services to be maintained by Bargaining Unit Employees during a Strike or Lockout;
  - (ii) The classifications of Bargaining Unit Employees, and number of positions within each classification, required to perform Essential Services during a Strike or Lockout;
  - (iii) The method by which capable and qualified Bargaining Unit Employees will be assigned to perform Essential Services during a Strike or Lockout;



- (iv) Changes, if any, to the terms and conditions of employment that are to apply to Designated Essential Services Workers;
- (v) A roster of Umpires for the purposes of Article 7 of this Agreement; and
- (vi) Any other matters agreed to by the Parties in order to maintain Essential Services.

1.02 In the case of conflicts or discrepancies among Part A and Part B, the documents shall take precedence and govern in the following order:

- (a) The schedules in Part B; and
- (b) The body of Part A.

For greater clarity, a schedule in Part B may modify or amend any of the provisions contained in Part A, and any such modifications or amendments take precedence over any of the provisions contained in Part A. Any such modifications or amendments are limited to the specific Essential Service to which they apply, and shall not be considered to be applicable to any other Essential Service.

## **ARTICLE 2 – DEFINITIONS AND INTERPRETATION**

2.01 Where used in this Agreement or amendment thereto, the following words and phrases shall have the following meanings:

- (a) **“Agreement”** means this Essential Services Agreement entered into pursuant to PSERA and the Code;
- (b) **“Bargaining Unit Employees”** means those employees who are members of the “bargaining unit” under section 10 of PSERA;
- (c) **“Collective Agreement”** means the collective agreement between the Parties that was in effect on March 31, 2017;
- (d) **“Code”** means the *Labour Relations Code*, RSA 2000, c. L-1;
- (e) **“Commissioner”** has the same meaning as defined in the Code;
- (f) **“Designated Essential Services Worker”** has the same meaning as defined in the Code;

(g) **"Emergency"** means an event that, in the opinion of the Employer, requires prompt action, co-ordination of action, and/or special regulation of persons or property to protect the life, safety or health of the public.

Nothing in this definition restricts the powers related to a formal declaration of an emergency under applicable provincial legislation.

(h) **"Employer"** means the Crown in right of Alberta;

(i) **"Essential Services"** has the same meaning as set out in section 95.1 of the Code;

(j) **"Lockout"** has the same meaning as defined in and permitted by PSERA;

(k) **"Parties"** means the Employer and the Union;

(l) **"PSERA"** means the *Public Service Employee Relations Act*, RSA 2000, c. P-43;

(m) **"Strike"** has the same meaning as defined in and permitted by PSERA;

(n) **"Umpire"** means the persons identified pursuant Article 7 and Part B of this Agreement and if those persons are unavailable, a person appointed by the Commissioner, and includes the Chief Umpire; and

(o) **"Union"** means The Alberta Union of Provincial Employees.

2.02 The following interpretive guides apply to this Agreement:

(a) Whenever the singular is used, it shall be deemed to extend to and include the plural and vice versa;

(b) Except as otherwise provided in this Agreement, any reference to a statute refers to such statute and all rules and regulations made under it, as amended, re-enacted or replaced from time to time;

(c) The headings in this Agreement have been included for convenience only and they do not define, limit or enlarge the scope or meaning of this Agreement or any part of it; and

(d) This Agreement does not constitute a precedent for future negotiations of essential service agreements between the Parties.

### **ARTICLE 3 – SCHEDULING AND ASSIGNMENT OF DESIGNATED ESSENTIAL SERVICES WORKERS**

- 3.01** Within two weeks of receiving a request from the Union, or at the same time as an Employer application for a lockout poll, whichever occurs first, the Employer will provide the Union with a list of Bargaining Unit Employees eligible to work as Designated Essential Services Workers for each position identified in Part B. For each Bargaining Unit Employee, the list will include:
- (a)** Name;
  - (b)** Worksite location;
  - (c)** Position title;
  - (d)** Classification;
  - (e)** Most recent contact information; and
  - (f)** To the best of the Employer's knowledge, current status (e.g. active, leave of absence) and any known work restrictions.
- 3.02** At the same time that the Employer provides the Union with the information in Article 3.01, the Employer will provide the Union with a list of worksite contacts for each Essential Service for scheduling purposes.
- 3.03** The Union will schedule Designated Essential Services Workers to perform essential services duties during a Strike or Lockout, and will distribute shifts fairly, to the greatest degree possible, amongst Bargaining Unit Employees eligible to be Designated Essential Services Workers. No later than 48 hours prior to the commencement of a Strike or Lockout, the union will provide the Employer with a two-week schedule for Designated Essential Services Workers for each Essential Service. The Union will provide the Employer with further two-week schedules 48 hours prior to each subsequent two-week period.
- 3.04** At the same time that the Union provides the Employer with the information in Article 3.03, the Union will provide the Employer with a list of worksite contacts for each Essential Service for scheduling purposes.
- 3.05** The Union will ensure employees designated to perform Essential Service duties during the work stoppage report for all of their scheduled shifts as per the negotiated staffing levels in Part B of this agreement. If a scheduled employee is ill or otherwise unavailable, the employee is to notify the Union's designated representative 2 hours prior to the scheduled essential service shift. The Union will find a replacement for the worker and update the Employer prior to the start of the shift.

- 3.06 Unless otherwise indicated in Part B of the agreement, a Designated Essential Services Worker will generally be required to work the shift in its entirety to ensure the effective delivery of essential services duties. Exceptions may include but are not limited to sudden onset of illness, personal emergency, and completion of Essential Services duties.
- 3.07 Where a Designated Essential Services Worker is unable to complete a scheduled shift, the Union will provide a replacement as soon as practicable in the circumstances.
- 3.08 Despite this Article, the provisions of Part B may contain different processes for the scheduling and assignment of Designated Essential Services Workers.

#### **ARTICLE 4 – EMERGENCIES**

- 4.01 Where an Emergency occurs during a Strike or Lockout, the Employer may recall Bargaining Unit Employees to the extent necessary to respond to the Emergency.
- 4.02 Where the Employer intends to recall Bargaining Unit Employees in accordance with Article 4.01, the Employer shall provide the Union with written notice setting out:
- (a) The nature of the Emergency;
  - (b) The names, positions and classifications of the Bargaining Unit Employees to be recalled;
  - (c) Information as to the work locations to which recalled Bargaining Unit Employees are to report, along with the dates and times by which they must report; and
  - (d) The anticipated duration of the Emergency, if known.
- 4.03 If, after providing notice under Article 4.02, the Employer determines that additional Bargaining Unit Employees are required to effectively respond to the Emergency, the Employer shall provide the Union with further written notice setting out the information contemplated in Article 4.02 as it relates to the additional bargaining unit employees.
- 4.04 Upon receipt of a notice provided under Articles 4.02 or 4.03, the Union will take all reasonable steps to ensure the prompt and orderly return to work of any recalled Bargaining Unit Employees.
- 4.05 During an Emergency where Bargaining Unit Employees are recalled, the Employer will provide the Union with reasonable updates as to the status of the Emergency, including its anticipated duration.

- 4.06 Where a Strike or Lockout is still in effect and the Employer determines that some or all recalled Bargaining Unit Employees are no longer required to respond to the Emergency, the Employer will release those unrequired Bargaining Unit Employees in an orderly manner as soon as reasonably possible.
- 4.07 Where a Party refers a difference as to the application of this Article to the Chief Umpire under Article 7, such a referral shall not interfere with the Employer's ability to recall Bargaining Unit Employees during an Emergency, unless and until the Chief Umpire has heard the matter and made an award.

#### **ARTICLE 5 – CHANGES IN CIRCUMSTANCES AND AMENDMENTS TO THIS AGREEMENT**

- 5.01 Either Party may, by written notice, propose amendments to this Agreement, including an increase or reduction in the number of Bargaining Unit Employees required to maintain Essential Services.
- 5.02 If the Parties are unable to agree on an amendment proposed under Article 5.01, either Party apply to the Chief Umpire or Commissioner to mediate or settle the proposed amendment.
- 5.03 Despite Articles 5.01 and 5.02, Part B of this agreement may contain more specific provisions to increase or reduce the number of Bargaining Unit Employees to maintain Essential Services.

#### **ARTICLE 6 – PERMITTED CHANGES TO TERMS AND CONDITIONS OF EMPLOYMENT**

- 6.01 Unless otherwise provided for in this Agreement, the terms and conditions of employment contained in the Collective Agreement apply to Designated Essential Services Workers performing Essential Services.
- 6.02 The terms and conditions of employment contained in the Collective Agreement apply to any Bargaining Unit Employees recalled under Article 4.
- 6.03 For clarity, Bargaining Unit Employees who work as Designated Essential Services Workers, or who are recalled under Article 4, will be paid based on their classifications and rates of pay in effect at the commencement of a Strike or Lockout.

#### **ARTICLE 7 – DISPUTE RESOLUTION AND UMPIRES**

- 7.01 The Parties agree to make every reasonable effort to resolve Essential Services agreement disputes through negotiations between a Union designate and an Employer designate before referring the matter to an Umpire.

- 7.02 In an effort to resolve a dispute, the Parties may choose to make use of identified worksite representatives during informal resolution of disputes and during the referral to an Umpire. The Parties will exchange lists of worksite representatives 24 hours prior to a Strike or Lockout.
- 7.03 Where the Parties are unable to resolve an essential services dispute through negotiations, either Party may refer the dispute to an Umpire for resolution with written notice to the other Party.
- 7.04 When either Party refers a dispute to an Umpire, they may also choose to make an application to the Umpire for an immediate interim order to have the terms of this Agreement enforced until such a time that the Umpire resolves the matter.
- 7.05 Unless otherwise indicated in Part B of this Agreement, when a dispute is referred to an Umpire, it will be heard within twenty-four hours of the referral. A decision will be rendered as quickly as possible, but in no event longer than forty-eight hours from the date of referral.
- 7.06 The Parties agree to Ms. Deborah Howes as the Chief Umpire for the purpose of this Agreement. The Parties further agree to the Roster of Umpires set out in Part B of this Agreement.
- 7.07 If no Umpire from the Roster of Umpires is able to hear an application and resolve the dispute in the aforementioned time period, the Parties may apply to the Commissioner to appoint an Umpire.

#### **ARTICLE 8 – EFFECTIVE DATE AND TERM**

- 8.01 The Agreement is effective on the date on which it is accepted for filing by the Commissioner and applies to any lawful Strike or Lockout related to the round of collective bargaining underway at the time of filing.

#### **ARTICLE 9 - NOTICE**

- 9.01 Where notice is required or permitted to be given under the Agreement, it may be delivered personally, by registered mail, signed receipt courier or facsimile.
- 9.02 Notice to the Employer shall be provided to:

Public Service Commissioner  
Public Service Commission  
Government of Alberta  
7th Floor, Peace Hills Trust Tower  
10011 109 Street

Edmonton, AB T5J 3S8  
Facsimile: 780-422-5428

9.03 Notice to the Union shall be provided to:

President  
Alberta Union of Provincial Employees  
Solidarity Place Edmonton  
10451 170 Street  
Edmonton, AB T5P 4S7  
Facsimile: 780-930-3397

#### **ARTICLE 10 – CONFIDENTIALITY**

10.01 Two copies of this agreement will be filed with the Commissioner. The first copy shall be an unredacted copy for the purposes of the Commissioner's review and acceptance of the agreement for filing. The second copy will be a redacted version with the following blacked out:

- (a) information that could reasonably be expected to threaten public health, public safety, or law enforcement; and
- (b) personal information.

If the Commissioner or the Labour Relations Board elects to make this agreement available to the public upon request, only the redacted version of this agreement may be made available.

10.02 Where this agreement permits or requires the Employer to disclose information to the Union that could reasonably be expected to threaten public health, public safety, or law enforcement, the Union will take appropriate measures to safeguard such information and use it only for the purposes of administering this agreement.

#### **ARTICLE 11 – GENERAL**

11.01 In the event that any provision or part of any provision of this Agreement is deemed to be void, invalid or unenforceable by a court of competent jurisdiction or the Commissioner as applicable, the remaining provisions or parts shall be and remain in full force and effect.

11.02 The classifications of Bargaining Unit Employees, and number of positions within each classification, required to perform Essential Services during a Strike or Lockout identified in Part B have been determined having regard to the availability of capable and qualified persons who are not members of the bargaining unit. During the currency of this

Agreement, the Employer will periodically reassess whether additional capable and qualified persons who are not members of the bargaining unit are available to perform the functions identified in Part B.

11.03 The parties acknowledge that the staffing levels identified in Part B are those that are required to maintain identified essential services, and that changes in staffing levels for normal operations do not, in themselves, require changes to levels for essential services operations.

This Agreement has been executed by the Employer and Union by their respective duly authorized representatives.

**THE CROWN IN RIGHT OF ALBERTA**

**THE ALBERTA UNION OF PROVINCIAL EMPLOYEES**

**Per:**

**Per:**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date signed*

\_\_\_\_\_  
*Date signed*



## **PART B - Essential Services Agreement Schedules**

This Part B of the agreement deals with the provision of essential services as defined in section 95.1 of the *Labour Relations Code*. Essential Services are those services (a) the interruption of which would endanger the life, personal safety or health of the public, or (b) that are necessary to the maintenance and administration of the rule of law or public security.

Part B also includes information regarding dispute resolution:

- Umpire Process – required procedure and timelines to be followed
- Umpire Roster - the list of the agreed upon umpires to hear and resolve disputes

This agreement is not based on a “business as usual” scenario and shall not be interpreted as what would be advocated by either party in a normal situation with a fully operating service and should be read in conjunction with the Part A – General Provisions for the Alberta Public Service-AUPE Essential Services Negotiations.

## PART B DEPARTMENT SCHEDULES

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**Department: Agriculture and Forestry**

**Department: Children Services**

**Department: Community and Social Services**

**Department: Environment and Parks**

**Department: Health**

**Department: Infrastructure**

**Department: Justice and Solicitor General**

**Department: Labour**

**Department: Municipal Affairs**

**Department: Service Alberta**

**Department: Transportation**

**Umpire Process**

**Umpire Roster**

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**DEPARTMENT: AGRICULTURE AND FORESTRY**

***Division: Corporate Services***

**PROGRAM: CORPORATE INNOVATION AND PLANNING AND EMERGENCY MANAGEMENT**

<b>ESSENTIAL SERVICE REQUIREMENTS</b>	<b>TOTAL</b>
Total number of capable and qualified <b>managers</b> to perform essential services*	1
Total number of capable and qualified <b>opted out &amp; excluded staff</b> to perform essential services	0
Total number of <b>bargaining unit members</b> required fulfill Designated Essential Service Worker (DESW) positions during essential services operations	1
Total number required to support the essential service operations	<b>2</b>

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: EDMONTON**

Address: Main Floor, J.G. O'Donoghue Building, 7000-113 Street, Edmonton, AB

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Emergency Management Officer	Program Services 4	On call –In the event of an emergency
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide Agriculture and Forestry risk and emergency management advice and expertise (all hazards) to municipalities, industry groups and farmers/ producers dealing with emergency events. For example, animal disaster events in the provincial animal and poultry industry, significant crop pest outbreaks in Alberta, significant foodborne illness outbreaks, flood, fire, etc.</li> <li>• Mobilizes the department's business continuity team members in a timely fashion to assess emergency situations and to develop options for consideration and implementation.</li> <li>• Point of contact for all business continuity matters internal and external to the department.</li> <li>• Ensures on-going development and maintenance of business continuity plans and procedures to ensure the department can quickly respond to any business interruption/emergency.</li> </ul>			
<b>Emergency triggers</b>			
<ul style="list-style-type: none"> <li>• Level of response will relate to the nature and severity of the emergency. Response activities last as long as necessary to deal with the hazards and consequences.</li> </ul>			

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**Division: Forestry**

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PROGRAM: WILDFIRE MANAGEMENT

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ESSENTIAL SERVICE REQUIREMENTS	TOTAL
Total number of capable and qualified <b>managers</b> to perform essential services*	24
Total number of capable and qualified <b>opted out &amp; excluded staff</b> to perform essential services**	3
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	up to 269 (full time) and up to 900 (wages)
Total number required to support the essential service operations	<b>up to 1,196</b>

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

\*\*Essential services to be performed by capable and qualified opted out and excluded (OOE) include those OOE that perform essential services by the nature of their own duties.

**Note: Due to the nature of the work and the requirement of the incident command model the employer will maintain the scheduling for the Wildfire Management Program with the intent of keeping the AUPE informed.**

**Emergency Triggers:** Wildfire management branch will be required to ensure that Wildfire activity in Alberta is managed appropriately. Additional resources may be required dependent upon the severity and the number of active wildfires at any given time.

**Reciprocal Agreements:** Alberta engages in reciprocal agreements across Canada (with other provinces). The Mutual Aid Resource Sharing (MARS) Agreement Implementation Guidelines provide Canadian Interagency Forest Fire Centre (CIFFC) Member Agencies with a standard set of procedures to use when interagency resource sharing is required. The procedures allow resource transfers to occur with a minimum of negotiation of terms and conditions during a potential or escalated wildfire situation. Special circumstances may dictate that sharing Member Agencies negotiate additional, or different, terms and conditions.

Alberta also engages in reciprocal agreement worldwide. In addition to the inter-provincial agreements there are other agreements between Canada and New Zealand, United States and Australia that need to be adhered to. In the event of a strike or lockout the Alberta Government will attempt to negotiate to be the last to be called upon however if required we will respond in accordance to the implementation guidelines.

**Fire Season: \*\*\***Fire Season is from March 1 to October 31. Recruitment of “fire season” wage position will ramp up through March and April with a full complement of staff available in May.

Training of new staff takes place March to mid-May. Most of the wildfire positions are ‘safety sensitive’ this training is required to ensure the safety of the employee, others they are working with or have responsibility for their safety, such as Dispatchers monitoring aircraft for mandatory 30 minute check ins for the safety of the aircrew and any passengers on board.

LOCATION: ATHABASCA

DESW	Job Title	Classification	Schedule
1	Air Attack Officer	Natural Resources 7	***Required during Fire Season only 5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Support the Wildfire Prevention Team by delivering assigned engineering, education and enforcement components of the Forest Protection Program.</li> <li>Support the Wild fire Management Operations Team by delivering assigned detection, pre-suppression and suppression components of the Forest Protection Program.</li> <li>Function as an air attack officer throughout the province by directing and coordinating aerial attack on wildfires.</li> <li>Supervise the human resources assigned to ensure that services delivered support the area/ division business goals.</li> <li>Provide leadership to and/or participate on Incident Command Teams and provincial rosters according to certifications in order to contain and suppress wildfires and carrying out prescribed fires.</li> <li>Provide training and instruction courses and workshops within the Area and at the Hinton Training Centre.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Patrolman	Natural Resources 3	***Required during Fire Season only 5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Issuance of fire permits in the Area and ensures the fire site will be safe and not escape fire permit legal land location.</li> <li>Inspection of permit request sites and approves burning only under safe conditions.</li> <li>Pass fire permit locations to the lookout observers.</li> <li>Educate rural residents about safe burning practices and changing hazard conditions through friendly and courteous contact.</li> <li>Assist the Area with the wildfire prevention activities and make recommendations on improving the prevention program.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Technologist	Natural Resources 7	5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Coordinate the operational delivery of the detection component of the Wildfire Management program in the Forest Areas to ensure that detection activities meet or exceed provincial standards.</li> <li>Function as an Area Duty Officer on a rotational basis coordinate pre-suppression activities according to the Wildfire Management Standard Operating Procedures and Wildfire business rules.</li> <li>Ensure all staff assigned to the position follows the safety program for the Forest Area.</li> <li>Provide leadership to and participate on Provincial Incident Command Teams according to certification in an effort to contain and suppress escaped wildfires.</li> <li>Supervision of staff within the Forest Area to ensure the timely, effective, efficient and safe response to all wildfires and to ensure the Wildfire Management branch standards and performance measures are met or exceeded.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Ranger	Natural Resources 6	5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Support the pre-suppression, and suppression components of the Wildfire Management program by fulfilling regular scheduled shifts as an Area response officer.</li> <li>• Actively carries out a variety of roles to assist with the suppression of wildfires within the Area and Province as required.</li> <li>• Assists with the Area Detection program.</li> <li>• Assist in the preparation and management of Wildfire Operations.</li> <li>• Participate in the delivery of the Enforcement component of the Prevention program.</li> <li>• Participate in the education component of Wildfire Prevention.</li> <li>• Ensure records are maintained in a timely and efficient manner and awareness of provincial policies and procedures are followed.</li> </ul>			

LOCATION: BLAIRMORE

DESW	Job Title	Classification	Schedule
1	Wildfire Ranger	Natural Resources 6	5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Support the pre-suppression, and suppression components of the Wildfire Management program by fulfilling regular scheduled shifts as an Area response officer.</li> <li>• Actively carries out a variety of roles to assist with the suppression of wildfires within the Area and Province as required.</li> <li>• Assists with the Area Detection program.</li> <li>• Assist in the preparation and management of Wildfire Operations.</li> <li>• Participate in the delivery of the Enforcement component of the Prevention Program.</li> <li>• Participate in the education component of Wildfire Prevention.</li> <li>• Ensure records are maintained in a timely and efficient manner and awareness of provincial policies and procedures are followed.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Ranger	Natural Resources 5	5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Support the pre-suppression, and suppression components of the Wildfire Management program by fulfilling regular scheduled shifts as an Area response officer.</li> <li>• Actively carries out a variety of roles to assist with the suppression of wildfires within the Area and Province as required.</li> <li>• Assists with the Area Detection program.</li> <li>• Assist in the preparation and management of Wildfire Operations.</li> <li>• Participate in the delivery of the Enforcement component of the Prevention Program.</li> <li>• Participate in the education component of Wildfire Prevention.</li> <li>• Ensure records are maintained in a timely and efficient manner and awareness of provincial policies and procedures are followed.</li> </ul>			



DESW	Job Title	Classification	Schedule
1	Wildfire Technologist	Natural Resources 7	5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Coordinate the operational delivery of the detection component of the Wildfire Management program in the Forest Areas to ensure that detection activities meet or exceed provincial standards.</li> <li>Function as an Area Duty Officer on a rotational basis coordinate pre-suppression activities according to the Wildfire Management Standard Operating Procedures and Wildfire Business Rules.</li> <li>Ensure all staff assigned to the position follows the safety program for the Forest Area.</li> <li>Provide leadership to and participate on Provincial Incident Command Teams according to certification in an effort to contain and suppress escaped wildfires.</li> <li>Supervision of staff within the Forest Area to ensure the timely, effective, efficient and safe response to all wildfires and to ensure the Wildfire Management Branch standards and performance measures are met or exceeded.</li> </ul>			

LOCATION: BONNYVILLE

DESW	Job Title	Classification	Schedule
1	Wildfire Ranger	Natural Resources 6	5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Support the pre-suppression, and suppression components of the Wildfire Management program by fulfilling regular scheduled shifts as an Area response officer.</li> <li>Actively carries out a variety of roles to assist with the suppression of wildfires within the Area and Province as required.</li> <li>Assists with the Area Detection program.</li> <li>Assist in the preparation and management of wildfire operations.</li> <li>Participate in the delivery of the Enforcement component of the Prevention Program.</li> <li>Participate in the Education component of Wildfire Prevention.</li> <li>Ensure records are maintained in a timely and efficient manner and awareness of provincial policies and procedures are followed.</li> </ul>			

LOCATION: BRAGG CREEK

DESW	Job Title	Classification	Schedule
2 wage	Helitack Leader	Natural Resources 3	<b>***Required during Fire Season only</b> 15 days on 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Performs and directs suppression activities on wildfires.</li> <li>Keep assigned equipment serviceable, organized and fire ready.</li> <li>Participate in regular proficiency training and document activities in the log book.</li> <li>Be prepared for fire export at all times.</li> <li>Ensure the crew maintains a state of readiness set by the duty officer and once dispatched suppress all wildfires in a safe and effective manner.</li> <li>Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.</li> </ul>			

LOCATION: CALGARY

DESW	Job Title	Classification	Schedule
2	Data Entry	Administrative Support 2	***Required during Fire Season only Monday to Friday 8:15 am–4:30 pm

**Essential Service Work Functions**

- Timely and accurate entry of data into various wildfire computer systems.
- Assist with administration of emergency crews.
- Compile, review and summarize manpower timesheets, includes the data entry of wage and permanent staff into FIRES/ IMAGIS for payroll.
- Entry of contractor time for validation upon receipt of invoice to facilitate payment.
- Photocopying and filing of wildfire records.

DESW	Job Title	Classification	Schedule
1	Air Attack Officer	Natural Resources 7	***Required during Fire Season only Monday to Friday 8:15 am–4:30 pm

**Essential Service Work Functions**

- Support the Wildfire Prevention Team by delivering assigned engineering, education and enforcement components of the Forest Protection Program.
- Support the Wild fire Management Operations Team by delivering assigned detection, pre-suppression and suppression components of the Forest Protection Program.
- Function as an air attack officer throughout the province by directing and coordinating aerial attack on wildfires.
- Supervise the human resources assigned to ensure that services delivered support the area/ division business goals.
- Provide leadership to and/or participate on Incident Command Teams and Provincial Rosters according to certifications in order to contain and suppress wildfires and carrying out prescribed fires.
- Provide training and instruction courses and workshops within the Area and at the Hinton Training Centre.

DESW	Job Title	Classification	Schedule
1	Area Information Coordinator	Program Services 3	***Required during Fire Season only Monday to Friday 8:15 am–4:30 pm

**Essential Service Work Functions**

- Provide HubSpot hazard and fire activity updates for local area.
- Provide local media with hazard and wildfire activity updates, including approved interviews.
- Participate on the Incident Management Team as the Information Officer.
- Provide crisis communication for the Area at kiosks or town hall meetings.
- Prepare social media updates for wildfire activities and hazard.
- Provide other public safety messaging for all hazard risk or events as assigned.

DESW	Job Title	Classification	Schedule
2	Airtanker Base Loaderman	Natural Resources 2	***Required during Fire Season only 10 days on - 4 days off

#### Essential Service Work Functions

- Ensure personal protective equipment (PPE) is maintained and worn for airtanker loading.
- Load airtankers as directed following the prescribed safe loading procedures.
- Ensure loading area and storage areas are maintained in a high state of readiness and actions will meet prescribe alerts.
- Assist in maintaining and cleaning of all Airtanker Base buildings.
- Ensure tools are stored properly.
- Ensure safe working procedures when using all hand held and power tools at the base.
- Liaison with aircrew and Aircraft Mechanical Engineers to ensure safety and operational issues are addressed and remedied.
- In the absence of the Airtanker Base Supervisor conduct site safety briefings.
- Assist in the monitor and tracking of water, fuel, oil, foam and retardant volumes.

DESW	Job Title	Classification	Schedule
3	Airtanker Base Supervisor	Natural Resources 3	***Required during Fire Season only 10 days on - 4 days off

#### Essential Service Work Functions

- Responsible for safe and efficient operation of Airtanker Base.
- Facilitates the fuelling, dispatching and loading of the province's airtanker fleet in the suppression of wildfires.
- Responsible to maintain inventories of fuel, retardant, and water.
- Supervision of contract loader personnel.

DESW	Job Title	Classification	Schedule
2	Camp Supervisor	Maintenance Service Worker 2	***Required during Fire Season only 10 days on - 4 days off

#### Essential Service Work Functions

- Responsible for the operations and maintenance at one or multiple primary or secondary fire bases within a Wildfire Area.
- Coordinates catering and janitorial contracts for the camp; ensures the camp is kept clean and orderly; completes on-site maintenance as required.

DESW	Job Title	Classification	Schedule
1	Communications Technician	Technologies 4	Monday to Friday 8:15 am-4:30 pm

#### Essential Service Work Functions

- Provide radio tele communications support to all active wildfire operations in the Forest Area.
- Provide radio programming for newly deployed radios.
- Ensure Area FireNet repeater and site are all maintained to ensure very high levels of operability.
- Immediate respond to any radio network outages during the fire season.
- Provide radio technical support as required to fill resource request elsewhere in the province.
- Provide technical support the Alberta First Responders Radio Control Centre (AFFRACs) radio network as requested by the Radio Communication unit in Edmonton.
- Ensure local radio inventories and spares are in a high state of readiness and ready for deployment locally or provincially.
- Ensure all safe work procedures are followed.
- Ensure vehicle is maintained, equipped and service ready for any request of deployment need.

DESW	Job Title	Classification	Schedule
4	Wildfire Dispatcher	Administrative Support 3	***Required during Fire Season only 7 days on 3 days off, 7 days on 4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Maintain an accurate E-log for all activities while on Duty.</li> <li>• Maintain data entry within the FIREs and Dispatch program as required.</li> <li>• Dispatch resource as requested by the Duty Officer or Senior Dispatcher.</li> <li>• Hire aircraft as directed using the standard criteria, documentation and protocols.</li> <li>• Participate on incident management teams as request in the Role of a Radio Operator – locally of for export outside the Forest Area.</li> <li>• Track all resource check in times and frequencies, follow SOPs for any late or overdue check-ins; including lookout tower check ins and schedules.</li> <li>• Assist in on the job training for new dispatcher.</li> <li>• Provide orientation for dispatchers imported to assist from other Forest Areas.</li> <li>• Monitor Dispatch and FIREs to maintain situational awareness of local activity.</li> <li>• Provide the Airtanker Base with dispatch information for local air tanker dispatches.</li> <li>• Invoke emergency procedure for distress calls (e.g. Aircraft Mayday or lookout threats).</li> </ul>			

DESW	Job Title	Classification	Schedule
6	Helitack Crew Member	Natural Resources 2	***Required during Fire Season only 15 days on -6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Performs suppression activities on wildfires.</li> <li>• Keep assigned equipment serviceable, organized and fire ready.</li> <li>• Participate in regular proficiency training and document activities in the log book.</li> <li>• Be prepared for fire export at all times.</li> <li>• Maintains a state of readiness and conduct work in a safe and effective manner.</li> <li>• Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Patrolman	Natural Resources 3	***Required during Fire Season only 4 days on 3 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Issuance of fire permits in the Area and ensures the fire site will be safe and not escape fire permit legal land location.</li> <li>• Inspection of permit request sites and approves burning only under safe conditions.</li> <li>• Pass fire permit locations to the lookout observers.</li> <li>• Educate rural residents about safe burning practices and changing hazard conditions through friendly and courteous contact.</li> <li>• Assist the Area with the Wildfire Prevention activities and make recommendations on improving the prevention program.</li> </ul>			

DESW	Job Title	Classification	Schedule
18 wage	Helitack Crew Member	Natural Resources 2	***Required during Fire Season only 15 days on -6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Performs suppression activities on wildfires</li> <li>• Keep assigned equipment serviceable, organized and fire ready</li> <li>• Participate in regular proficiency training and document activities in the log book</li> <li>• Be prepared for fire export at all times.</li> <li>• Maintains a state of readiness and conduct work in a safe and effective manner.</li> <li>• Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.</li> </ul>			

DESW	Job Title	Classification	Schedule
8	Helitack Leader	Natural Resources 3	***Required during Fire Season only 15 days on -6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Performs and directs suppression activities on wildfires</li> <li>• Keep assigned equipment serviceable, organized and fire ready</li> <li>• Participate in regular proficiency training and document activities in the log book</li> <li>• Be prepared for fire export at all times</li> <li>• Ensure the crew maintains a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.</li> <li>• Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Logistics Coordinator	Administrative Support 5	10 days on, 4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Manage the logistics function by providing technical support and assistance to the Wildfire Management Area Duty Officer and direct Logistics Support staff.</li> <li>• Co-ordinate, process and track requests for equipment, services and manpower as directed by the Duty Officer.</li> <li>• Responsible to recruit, supervise, train and audit seasonal Logistics Support staff within the Wildfire Management Area.</li> <li>• Audit all applicable wildfire logistics decision support systems.</li> <li>• Cover senior dispatcher responsibilities.</li> <li>• During the off-season, assistance will be provided in the administration workload for the area in processing equipment tickets, equipment rate entry, and contract administration.</li> <li>• Support will also be given to the local warehouse in the off season to support administrative workload and other requirements at the local area warehouse as required.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Logistics Assistant	Administrative Support 3	***Required during Fire Season only 10 days on, 4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Hire and track equipment resource hire in the area.</li> <li>• Work with Camp Supervisors to ensure camps are prepared for incoming resources.</li> <li>• Track contract issues with catering contracts.</li> <li>• Maintain FIREs entry for all equipment hires and track their deployments and assignments.</li> <li>• Provide relief for Logistic Coordinator on days off.</li> <li>• Deploy to an incident to support in the logistic functions (supply or service).</li> </ul>			

DESW	Job Title	Classification	Schedule
12	Lookout Observer	Lookout 1	***Required during Fire Season only 24 hours 7 days a week
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide early detection and accurate reporting of all potential smoke and fire within the lookout visible area. Continuous observation on the progress and behaviour of the smoke or fire until fire control personnel arrive at the fire location is also required.</li> <li>• Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins by radio with the Forest Area office at scheduled times.</li> <li>• Record and report all unauthorized smoke or smokes by radio to the area.</li> <li>• Record and report all observed lightning storms and strikes to the area.</li> <li>• Monitor authorized fires which are under permit.</li> <li>• Maintain a Fire Permit Register and update as new permit locations are received and old permits expire.</li> <li>• Check and record weather readings at least twice daily and report to the Forest Area Headquarters. During an ongoing fire, recording and reporting weather on an hourly basis.</li> <li>• Act as a communications relay between fire camps, field staff, aircraft, etc., as required.</li> <li>• Maintain a station log of all radio transmissions.</li> <li>• Perform safety maintenance and equipment inspections work on the lookout buildings, equipment and to the site itself.</li> <li>• Maintain the buildings and facilities in safe working order at all times.</li> <li>• Report unsafe equipment to the duty officer.</li> </ul>			
<b>Terms and Conditions</b>			
<ul style="list-style-type: none"> <li>• Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy</li> </ul>			

DESW	Job Title	Classification	Schedule
4	Manup Supervisor	Natural Resources 4	***Required during Fire Season only 10 days on, 4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Responsible to directly supervise seasonal wildfire crew (WFC) during pre-suppression and suppression activities.</li> <li>Obtain daily project or wildfire assignments complemented with a safety briefing to address all anticipated working conditions and potential hazards to ensure worker safety under your supervision.</li> <li>Deploy to an incident in the role assigned.</li> <li>Act as a mentor and trainer to enhance wildfire crew knowledge base, skills and abilities.</li> <li>Effectively communicate with the Duty Officer and wildfire crew to effectively complete tasks and assignments in a safe and timely manner.</li> <li>Complete all administrative duties with accuracy and meet deadlines.</li> <li>Complete all operations in accordance with departmental policy and standard operating practices, Occupational Health and Safety Acts and Regulations and financial policy and business rules.</li> <li>Participating in supporting the Wildfire Detection and Wildfire Prevention programs.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Native Liaison	Administrative Support 2	***Required during Fire Season only 5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Issue fire permits in the assigned communities.</li> <li>Upon request, solicit from the communities the required number of qualified for a Wildfire Crew request(s).</li> <li>Assist in fitness testing local Wildland Fire Fighters.</li> <li>Liaison with the community to raise concerns and opportunities for fire fighters.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Patrolman	Natural Resources 3	***Required during Fire Season only 5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Issuance of fire permits in the Area and ensures the fire site will be safe and not escape fire permit legal land location.</li> <li>Inspection of permit request sites and approves burning only under safe conditions.</li> <li>Pass fire permit locations to the lookout observers.</li> <li>Educate rural residents about safe burning practices and changing hazard conditions through friendly and courteous contact.</li> <li>Assist the Area with the Wildfire Prevention activities and make recommendations on improving the prevention program.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Detection Aide	Natural Resources 3	***Required during Fire Season only 5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• In consultation with the supervisor, set up a spare lookout schedule with lookout staff for the season.</li> <li>• Fill the role of Lookout Observer when the designated seasonal employee for the lookout cannot fulfill his/her duties or requires time off. While in this role, carry out all regular lookout duties.</li> <li>• Submit aircraft request for servicing through the Areas Wildfire Dispatch Supervisor.</li> <li>• Document, inventory, and report all the identified maintenance and repairs required at eat lookout facility.</li> <li>• Carry out fixed wing patrols as assigned by the Area Duty Officer.</li> <li>• Assist in the spring opening and fall closure of the all the lookouts in the Area.</li> <li>• As directed by the supervisor, ensure that all lookout documentation is being completed and submitted as required.</li> <li>• Limited support may be provided to the Areas wildfire suppression efforts where participation does not conflict with the detection program.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Warehouse Stock keeper	Operational Services 2	***Required during Fire Season only 5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Receive and process incoming inventory efficiently and accurately.</li> <li>• Ship inventory in a timely and efficient manner.</li> <li>• Store and managing inventory effectively.</li> <li>• Maintenance of facilities.</li> <li>• Participate in incident deployment in supply or service functions.</li> <li>• Certified to operate a forklift.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Warehouse Supervisor	Operational Services 5	5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervise and train permanent and seasonal warehouse support.</li> <li>• Receive and process incoming inventory efficiently and accurately.</li> <li>• Ship inventory in a timely and efficient manner.</li> <li>• Participate in incident deployment in supply or service functions, include Logistic Section Chief 1 or 2.</li> <li>• Store and managing inventory effectively.</li> <li>• Maintenance of facilities.</li> <li>• Ensure all entry into IMIS is accurate and timely.</li> <li>• Participate in the provincial equipment group.</li> <li>• Ensure all kits and equipment are packed and shipped in accordance to provincial standards.</li> <li>• Certified to operate a forklift.</li> </ul>			



DESW	Job Title	Classification	Schedule
1	Wildfire Dispatch Supervisor	Administrative Support 5	5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Recruit, train and supervise seasonal Wildfire Dispatchers</li> <li>Function as a Radio Operator 1 or 2 on an incident deployment</li> <li>Maintain a Federal Radio Operators licence</li> <li>Ensure all Dispatch and FIREs data entry is captured and accurate.</li> <li>Hire local Area based aircraft as requested and approved by the Area Duty Officer</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Management Specialist	Natural Resources 8	5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Plan and integrate strategies with the aim of integrating wildfire into land and resource management within the Wildfire Management area.</li> <li>Senior technical specialist providing support and services to achieve wildfire mitigation, response, preparedness, and recovery.</li> <li>Support a variety of wildfire management approaches to achieve landscape-level forest and land management objectives.</li> <li>Influence wildfire management planning, vegetation management, prescribed fire, wildfire use, and integrated planning activities.</li> <li>Provide real-time Fire Behaviour Analyst and strategic wildfire management services.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Operations Officer	Natural Resources 8	5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Monitor strategy, tactics, and policy adherence to the Forest Area pre-suppression and suppression preparedness activities and the Strategic Wildfire Management Plan.</li> <li>Provide leadership and/or participate on special provincial Incident Command Teams in an effort to contain and suppress escaped wildfires.</li> <li>Provide leadership and/or participate in Wildfire Assessments/Audits and after action Reviews.</li> <li>Respond to Ministerial Orders and represent departmental interests in dealing with local and provincial wildfire issues.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Prevention Officer	Natural Resources 8	5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Conduct impartial investigation of complex, multi-faceted wildfire starts according to legislation, established protocols and national investigation standards.</li> <li>Facilitates regulatory action for the recovery of human caused firefighting costs and prosecutions.</li> <li>Provide accurate information for the court and administrative proceedings.</li> </ul>			

DESW	Job Title	Classification	Schedule
6	Wildfire Ranger	Natural Resources 6	5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Support the pre-suppression, and suppression components of the Wildfire Management program by fulfilling regular scheduled shifts as an Area response officer.</li> <li>• Actively carries out a variety of roles to assist with the suppression of wildfires within the Area and Province as required.</li> <li>• Assists with the Area Detection program.</li> <li>• Assist in the preparation and management of Wildfire Operations.</li> <li>• Participate in the delivery of the Enforcement component of the Prevention Program.</li> <li>• Participate in the Education component of Wildfire Prevention.</li> <li>• Ensure records are maintained in a timely and efficient manner and awareness of provincial policies and procedures are followed.</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Wildfire Technologist	Natural Resources 7	5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Coordinate the operational delivery of the detection component of the Wildfire Management program in the Forest Areas to ensure that detection activities meet or exceed provincial standards.</li> <li>• Function as an Area Duty Officer on a rotational basis coordinate pre-suppression activities according to the Wildfire Management Standard Operating Procedures and Wildfire Business Rules.</li> <li>• Ensure all staff assigned to the position follows the safety program for the Forest Area.</li> <li>• Provide Leadership to and participate on Provincial Incident Command Teams according to certification in an effort to contain and suppress escaped Wildfires.</li> <li>• Supervision of staff within the Forest Area to ensure the timely, effective, efficient and safe response to all wildfires and to ensure the Wildfire Management Branch standards and performance measures are met or exceeded.</li> </ul>			

LOCATION: CARROT CREEK

DESW	Job Title	Classification	Schedule
1	Lookout Observer	Lookout 1	***Required during Fire Season only 24 hours, 7 days a week
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide early detection and accurate reporting of all potential smoke and fire within the lookout visible area. Continuous observation on the progress and behaviour of the smoke or fire until fire control personnel arrive at the fire location is also required.</li> <li>• Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins by radio with the Forest Area office at scheduled times.</li> <li>• Record and report all unauthorized smoke or smokes by radio to the area.</li> <li>• Record and report all observed lightning storms and strikes to the area.</li> <li>• Monitor authorized fires which are under permit.</li> <li>• Maintain a Fire Permit Register and update as new permit locations are received and old permits expire.</li> <li>• Check and record weather readings at least twice daily and report to the Forest Area Headquarters. During an ongoing fire, recording and reporting weather on an hourly basis.</li> <li>• Act as a communications relay between fire camps, field staff, aircraft, etc., as required.</li> <li>• Maintain a station log of all radio transmissions.</li> <li>• Perform safety maintenance and equipment inspections work on the lookout buildings, equipment and to the site itself.</li> <li>• Maintain the buildings and facilities in safe working order at all times.</li> </ul>			

- Report unsafe equipment to the duty officer.

**Terms and Conditions**

- Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy

LOCATION: CHISHOLM

DESW	Job Title	Classification	Schedule
1	Lookout Observer	Lookout 1	***Required during Fire Season only 24 hours, 7 days a week

**Essential Service Work Functions**

- Provide early detection and accurate reporting of all potential smoke and fire within the lookout visible area. Continuous observation on the progress and behaviour of the smoke or fire until fire control personnel arrive at the fire location is also required.
- Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins by radio with the Forest Area office at scheduled times.
- Record and report all unauthorized smoke or smokes by radio to the area.
- Record and report all observed lightning storms and strikes to the area.
- Monitor authorized fires which are under permit.
- Maintain a Fire Permit Register and update as new permit locations are received and old permits expire.
- Check and record weather readings at least twice daily and report to the Forest Area Headquarters. During an ongoing fire, recording and reporting weather on an hourly basis.
- Act as a communications relay between fire camps, field staff, aircraft, etc., as required.
- Maintain a station log of all radio transmissions.
- Perform safety maintenance and equipment inspections work on the lookout buildings, equipment and to the site itself.
- Maintain the buildings and facilities in safe working order at all times.
- Report unsafe equipment to the duty officer.

**Terms and Conditions**

- Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy

LOCATION: DRAYTON VALLEY

DESW	Job Title	Classification	Schedule
1	Wildfire Ranger	Natural Resources 6	5 days on 2 days off

**Essential Service Work Functions**

- Support the pre-suppression, and suppression components of the Wildfire Management program by fulfilling regular scheduled shifts as an Area response officer.
- Actively carries out a variety of roles to assist with the suppression of wildfires within the Area and Province as required.
- Assists with the Area Detection program.
- Assist in the preparation and management of Wildfire Operations.
- Participate in the delivery of the Enforcement component of the Prevention Program.
- Participate in the Education component of Wildfire Prevention.
- Ensure records are maintained in a timely and efficient manner and awareness of Provincial Policies and Procedures are followed.

EDMONTON OPERATIONS

LOCATION: EDMONTON

DESW	Job Title	Classification	Schedule
1	Provincial Aviation Specialist	Natural Resources 8	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide leadership to the on-going training and operation of the aviation programs.</li> <li>• Function as one of the scheduled provincial Duty Officers and Provincial Aircraft coordinators accountable for the co-ordination of pre-suppression and suppression activities in the province according to Wildfire Management Standard Operating Procedures.</li> <li>• Chair the Aviation Working Group accountable for maintaining the Wildfire Management Branch's Aviation Program.</li> <li>• Participate on Incident Management Teams in order to suppress and contain wildfires in the province of Alberta or in other jurisdictions while on export.</li> <li>• Lead or participate on various working groups or task forces to develop and/or review policies, guidelines, and technology to support the effective wildfire operations of the Wildfire Management Branch.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Provincial Rotor Wing Specialist	Natural Resources 7	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide leadership to the on-going training and operation of the rotary wing program.</li> <li>• Function as one of the scheduled Provincial Aircraft coordinators accountable for the co-ordination of pre-suppression and suppression activities in the province according to Wildfire Management Standard Operating Procedures.</li> <li>• Participate Aviation Working Group accountable for maintaining the Wildfire Management Branch's Aviation Program.</li> <li>• Participate on Incident Management Teams in order to suppress and contain wildfires in the province of Alberta or in other jurisdictions while on export.</li> <li>• Lead or participate on various working groups or task forces to develop and/or review policies, guidelines, and technology to support the effective wildfire operations of the Wildfire Management Branch.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Provincial Air tanker Program Supervisor	Natural Resources 8	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide leadership to the on-going training and operation of the Air tanker program.</li> <li>• Function as one of the scheduled Provincial Aircraft coordinators accountable for the co-ordination of pre-suppression and suppression activities in the province according to Wildfire Management Standard Operating Procedures.</li> <li>• Participate Aviation Working Group accountable for maintaining the Wildfire Management Branch's Aviation Program.</li> <li>• Participate on Incident Management Teams in order to suppress and contain wildfires in the province of Alberta or in other jurisdictions while on export.</li> <li>• Lead or participate on various working groups or task forces to develop and/or review policies, guidelines, and technology to support the effective wildfire operations of the Wildfire Management Branch.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Air Attack Officer	Natural Resources 7	5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Support the Wildfire Prevention Team by delivering assigned engineering, education and enforcement components of the Forest Protection Program.</li> <li>• Support the Wild Fire Management Operations Team by delivering assigned detection, pre-suppression and suppression components of the Forest Protection Program.</li> <li>• Function as an air attack officer throughout the Province by directing and coordinating aerial attack on wildfires.</li> <li>• Supervise the human resources assigned to ensure that services delivered support the area/ division business goals.</li> <li>• Provide leadership to and/or participate on Incident Command Teams and Provincial Rosters according to certifications in order to contain and suppress wildfires and carrying out prescribed fires.</li> <li>• Provide training, instruction courses and workshops within the Area and at Hinton Training Centre.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Fire Weather Assistant	Administrative Support 3	***Required during Fire Season only Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Preparation and plotting of synoptic weather charts.</li> <li>• Retrieval and quality control of remote automatic weather station data through satellite and cellular based data communication and archiving software.</li> <li>• Uploading of real time and forecast fire weather/danger data to the FIRES program for use by the forest fire centre GIS based decision tools.</li> <li>• Preparation and operation of the provincial online fire weather briefing.</li> <li>• Responsible for digital archiving of weather section graphical products for historical and documentation purposes.</li> <li>• Respond to data requests from government and private stakeholders.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Fire Weather Meteorologist	Meteorologist 1	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide twice daily wildfire weather forecast.</li> <li>• Provide SPOT weather forecasts for specific Wildfires or prescribed fires.</li> <li>• Liaison with FBAN, Fire Modellers, Alberta Wildfire Coordination Centre planning group for detailed weather information to assist in wildfire predictions.</li> <li>• Provide briefing to executive and senior leaders including Deputy Ministers and Ministers.</li> <li>• Fire Weather Instructor at Hinton Training Centre.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Fire Weather Section Head	Meteorologist 2	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide twice daily wildfire weather forecast.</li> <li>• Provide SPOT weather forecasts for specific Wildfires or prescribed fires.</li> <li>• Liaison with FBAN, Fire Modellers, Alberta Wildfire Coordination Centre planning group for detailed weather information to assist in wildfire predictions.</li> <li>• Provide briefing to executive and senior leaders including Deputy Ministers and Ministers.</li> <li>• Provide On the job training to Met 1 and technicians.</li> <li>• Trouble shoots remote auto weather stations.</li> <li>• Assign workload priorities in the Met section.</li> <li>• Specialized fire weather instructor at Hinton Training Centre.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Resource Information Unit Lead	Program Services 4	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Support the Wild Fire Management Branch by delivering remote sensing, geospatial analysis and Infrared services to the Wildfire Management Branch Program.</li> <li>• Supervise the human resources assigned to ensure that services delivered support the area/ division business goals.</li> <li>• Provide leadership to and/or participate and Provincial Rosters according to certifications in order to contain and suppress wildfires and carrying out prescribed fires.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	ICS Geospatial Lead/GIS Technologist	Technologies 6	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Lead and coordinate the Incident Command System GIS and Provincial Thermal Infrared programs supporting wildfires for Alberta.</li> <li>• Senior GIS specialist to provide high level services to the branch.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Geo-Spatial Technologist	Technologies 5	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Participate in the Incident Command System GIS and Provincial Thermal Infrared programs supporting wildfires for Alberta.</li> <li>• Provide geospatial services in support of the wildfire management branch program.</li> <li>• Participates on the Wildfire management branch Headquarters GIS roster, providing support to the Alberta Wildfire Coordination Centre.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	GIS Specialist	Technologies 6	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provides operational support for the conversion, update, maintenance and loading of fire specific data, base mapping data, land-use and natural resource inventory data into provincial and data repositories.</li> <li>• Performs complex spatial analysis and geo-processing to provide department staff with information to aid in decision making.</li> <li>• Provides technical expertise in the appropriate use of fire specific data, base mapping data, land-use and natural resource inventory spatial data in automated decision support applications within the department.</li> <li>• Preparation of work plans for the development and loading of spatial data repositories, and develops timeframes for meeting goals and priorities.</li> <li>• Responsible for the creation and maintenance of the Fire Behaviour Prediction fuel type inventory data sets and all data sets related to them.</li> <li>• Responsible for coordinating the division's mobile mapping program.</li> <li>• Prepares and develops technical workshops.</li> <li>• Participates on provincial incident command GIS teams in support of Wildfire Management Branch incident command teams.</li> <li>• Participates on the Wildfire Management Branch Headquarters GIS roster, providing support to the Alberta Wildfire Coordination Centre.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	GIS Specialist Analyst	Technologies 6	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provides operational support for the conversion, update, maintenance and loading of fire specific data, base mapping data, land-use and natural resource inventory data into provincial and data repositories.</li> <li>• Performs complex spatial analysis and geo-processing to provide department staff with information to aid in decision making.</li> <li>• Provides technical expertise in the appropriate use of fire specific data, base mapping data, land-use and natural resource inventory spatial data in automated decision support applications within the department.</li> <li>• Preparation of work plans for the development and loading of spatial data repositories, and develops timeframes for meeting goals and priorities.</li> <li>• Participates in the creation and maintenance of the Fire Behaviour Prediction fuel type inventory data sets and all data sets related to them.</li> <li>• Participates in coordinating the division's Mobile Mapping program.</li> <li>• Prepares and develops technical workshops. Participates on provincial incident command GIS roster in support of Wild fire Management Branch incident command teams.</li> <li>• Participates on the Wildfire Management Branch Headquarters GIS roster, providing support to the Alberta Wildfire Coordination Centre.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Remote Sensing/GIS Analyst	Technologies 6	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Apply state of the art remote sensing techniques to wildfire management.</li> <li>• Develop procedures and produce high quality image-derived mapping products.</li> <li>• Develop lidar-derived products related to wildfire.</li> </ul>			



- Update the Alberta Ground Cover Classification product.
- Facilitate the integration of remote sensing and GIS activities within the Wildfire Resource Information Unit.
- Participate in the provincial Infrared program roster during the fire season.

DESW	Job Title	Classification	Schedule
1	Remote Sensory Analyst	Natural Resources 8	Monday to Friday 8:15 am–4:30 pm

#### Essential Service Work Functions

- Apply state of the art remote sensing techniques to wildfire management.
- Develop procedures and produce high quality image-derived mapping products.
- Develop lidar-derived products related to wildfire.
- Update the Alberta Ground Cover Classification product.
- Facilitate the integration of remote sensing and GIS activities within the Wildfire Resource Information Unit.
- Participate in the provincial Infrared program roster during the fire season.

DESW	Job Title	Classification	Schedule
1	Wildfire Ops Coordinator	Natural Resources 8	Monday to Friday 8:15 am–4:30 pm

#### Essential Service Work Functions

- Provide leadership to the on-going training and operation of the Type 1 (RAP, HAC, and Unit Crew), FIRETACK and Type 2 firefighter programs.
- Function as one of the scheduled provincial Duty Officers accountable for the co-ordination of pre-suppression and suppression activities in the province according to Wildfire Management Standard Operating Procedures.
- Acts as provincial lead for the negotiation of new or renewal of existing province-wide service contracts for Medical Services, Base Camps and Security Services.
- Chair the Certification Working Group accountable for maintaining the Wildfire Management Branch's Fireline Certification Program, the continuing development and enhancement of the certification process and provide support for its implementation and use.
- Participate on Incident Management Teams in order to suppress and contain wildfires in the province of Alberta or in other jurisdictions while on export.
- Lead or participate on various working groups or task forces to develop and/or review policies, guidelines, and technology to support the effective wildfire operations of the Wildfire Management Branch.

DESW	Job Title	Classification	Schedule
1	Provincial Initial Attack Program Coordinator	Natural Resources 7	Monday to Friday 8:15 am–4:30 pm

#### Essential Service Work Functions

- Coordinate the recruitment for the Wage Crew Program.
- Monitor initial attack crew performance and liaise between the crews, ten Forest Areas and the Alberta Wildfire Coordination Centre.
- Function as one of the scheduled provincial Duty Officers accountable for the co-ordination of pre-suppression and suppression activities in the province according to Wildfire Management Standard Operating Procedures.
- Participate on Incident Management Teams in order to suppress and contain wildfires in the province of Alberta or in other jurisdictions while on export.
- Coordinate the Heavy Equipment contract and assist the ten forest areas in administering these contracts.



DESW	Job Title	Classification	Schedule
1	Provincial Rappel Program Coordinator	Natural Resources 6	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Coordinate the recruitment and training of all Rappel seasonal staff.</li> <li>• Monitor rappel crew performance and liaise between the crews, ten Forest Areas and the Alberta Wildfire Coordination Centre.</li> <li>• Oversee rappel capable rotary wing, specialized equipment and Rappel Tower facility safety readiness.</li> <li>• Participate on Incident Management Teams in order to suppress and contain wildfires in the province of Alberta or in other jurisdictions while on export.</li> <li>• Assist with pre-suppression and suppression efforts within or out of the province.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Provincial Sustainable Action Program Coordinator	Natural Resources 7	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Participate in the recruitment for the Wage Crew Program.</li> <li>• Provide information to area staff and ensure a successful, consistent program is achieved province wide for the Unit Crew and Firetack programs.</li> <li>• Monitor the Unit crew and Firetack crew performance and liaise between the crews, ten Wildfire Management Areas and the Alberta Wildfire Coordination Centre.</li> <li>• Function as one of the scheduled provincial Duty Officers accountable for the co-ordination of pre-suppression and suppression activities in the province according to Wildfire Management Standard Operating Procedures.</li> <li>• Participate on Incident Management Teams in order to suppress and contain wildfires in the province of Alberta or in other jurisdictions while on export.</li> <li>• Coordinate the Manpower and Firetack contracts and assist the ten forest areas in administering these contracts.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Provincial Logistics Program Coordinator	Natural Resources 7	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provincial lead in logistics and accountable for dissemination of wildfire information from the Provincial Forest Fire Centre.</li> <li>• Contract administration for five provincial contracts and lead on the provincial contracts used by the ten wildfire management areas.</li> <li>• Responsible for procedures that the Provincial Information Coordinators implement in acquisition of manpower and equipment resources.</li> <li>• Lead contact for mutual aid resource sharing agreements nationally and internationally.</li> <li>• Responsible for changes, new development, and business knowledge to the Fire Information Resource System with respect to wildfire operations.</li> <li>• Assist with updates to provincial manuals, business rules, forms and website content.</li> <li>• Assist with pre-suppression and suppression efforts within or out of the province.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Provincial Wildfire Detection Officer	Natural Resources 7	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provincial Lead in the Lookout Tower inspection and maintenance program to ensure the Lookout towers are safe.</li> <li>• Function as one of the scheduled Duty Officers and scheduled Provincial Aircraft coordinators accountable for the co-ordination of pre-suppression and suppression activities in the province according to Wildfire Management Standard Operating Procedures.</li> <li>• Participate on Incident Management Teams in order to suppress and contain wildfires in the province of Alberta or in other jurisdictions while on export.</li> <li>• Lead or participate on various working groups or task forces to develop and/or review policies, guidelines, and technology to support the effective wildfire operations of the Wildfire Management Branch.</li> <li>• Chair and instruct at the Lookout Supervisor Orientation course.</li> <li>• Instruct and mentor at the Lookout Observer Training course.</li> <li>• Lead or participate on various working groups or task forces to develop and/or review policies, guidelines, and technology to support the effective wildfire operations of the Wildfire Management Branch.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Detection Program Lead	Natural Resources 8	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for the development, maintaining and provide strategic direction to the provincial wildfire detection program.</li> <li>• Provide leadership and training to staff involved with the wildfire detection program.</li> <li>• Function as one of the scheduled shoulder season provincial Duty Officers accountable for the co-ordination of pre-suppression and suppression activities in the province according to Wildfire Management Standard Operating Procedures.</li> <li>• Function as one of the Wildfire Management Branch Consequence Management Officers.</li> <li>• A participating member of the Wildfire Operations Group.</li> <li>• Chair and provide support to the Wildfire Detection Working Group and link to the Wildfire Operations Group.</li> <li>• Participate on Incident Management Teams and or provide support to the Alberta Wildfire Coordination Centre in order to suppress and contain wildfires in the province of Alberta or in other jurisdictions while on export.</li> <li>• Responsible to develop/deliver business rules, policies, standard operating procedures and conduct operational reviews to align the provincial wildfire detection program.</li> <li>• Provide input in wildfire detection training manuals.</li> <li>• Instruct at the Lookout Observer and the Lookout Supervisor courses.</li> <li>• Lead or participate on various working groups or task forces to develop and/or review policies, guidelines, and technology to support the effective wildfire operations of the Wildfire Management Branch.</li> </ul>			

## LOCATION: EDMONTON

DESW	Job Title	Classification	Schedule
2 per day	Provincial Aircraft Logistics	Administrative Support 4	***Required during Fire Season only 7 days on, 2 days off, 7 days on, 5 days off (covering 12 hour operating period)
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Works closely with the Provincial Aircraft Coordinator to process provincial, national and international requests for rotary and fixed wing aircraft.</li> <li>Work with the 10 wildfire areas to respond to air tanker requests, hire and release aircraft, complete data entry and gather info for statistical purposes.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Aircraft Logistics Supervisor	Administrative Support 5	5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Coordinate the acquisition and movement of casual and long-term contracted aircraft, and the acquisition of aviation fuel and fire retardant.</li> <li>Supervision and training of seasonal Air Operations logistical staff.</li> <li>Ensure data entry into FIREs is complete and accurate for all hired aircraft.</li> <li>Involves Alberta Wildfire Coordination Centre Air Operations representation as a Unit Leader at the Provincial Dispatcher course at the Hinton Training Centre.</li> <li>Assists the Provincial Aircraft Coordinator in the dispatching of Air tankers to active fires.</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Information Coordinator	Administrative Support 4	***Required during Fire Season only Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Processes provincial, national and international requests for manpower and equipment.</li> <li>Ensures accurate and timely data entry, and summarizes data and reports pertinent to wildfire operations.</li> <li>Corresponds regularly with the 10 wildfire areas, and the national fire agencies.</li> <li>Provide routine updates to the Provincial Duty officer on outstanding request</li> <li>Assist in answering 310 FIRE calls</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Aircraft Logistics Supervisor	Administrative Support 5	5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Coordinate the acquisition and movement of casual and long-term contracted aircraft, and the acquisition of aviation fuel and fire retardant.</li> <li>Supervision and training of seasonal Air Operations logistical staff.</li> <li>Ensure data entry into FIREs is complete and accurate for all hired aircraft.</li> <li>Involves Alberta Wildfire Coordination Centre Air Operations representation as a Unit Leader at the Provincial Dispatcher course at the Hinton Training Centre.</li> <li>Assists the Provincial Aircraft Coordinator in the dispatching of Air tankers to active fires.</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Alberta Wildfire Coordination Centre Logistics	Administrative Support 4	<b>Fire Season:</b> Monday to Sunday 7:00 am–7:00 pm <b>Winter:</b> Monday to Friday 8:15 am–4:30 pm

#### Essential Service Work Functions

- Processes provincial, national and international requests for manpower and equipment.
- Ensures accurate and timely data entry, and summarizes data and reports pertinent to wildfire operations.
- Corresponds regularly with the 10 wildfire areas, and the national fire agencies.
- Provide routine updates to the Provincial Duty officer on outstanding request
- Assist in answering 310 FIRE calls

DESW	Job Title	Classification	Schedule
1	Alberta Wildfire Coordination Centre Logistics Supervisor	Administrative Support 5	8:15 am – 4:30 pm Monday - Friday

#### Essential Service Work Functions

- Supervises, mentors, and trains Alberta Wildfire Coordination Centre logistics.
- Processes provincial, national and international requests for manpower and equipment.
- Ensures accurate and timely data entry, and summarizes data and reports pertinent to wildfire operations.
- Corresponds regularly with the 10 wildfire areas, and the national fire agencies.
- Provide routine updates to the Provincial Duty officer on outstanding request
- Assist in answering 310 FIRE calls

DESW	Job Title	Classification	Schedule
1	Alberta Wildfire Coordination Centre Dispatcher	Administrative Support 4	8:15 am – 4:30 pm Monday - Friday

#### Essential Service Work Functions

- Works closely with the Provincial Aircraft Coordinator to process provincial, national and international requests for rotary and fixed wing aircraft.
- Work with the 10 wildfire areas to respond to air tanker requests, hire and release aircraft, complete data entry and gather info for statistical purposes.

DESW	Job Title	Classification	Schedule
3	Alberta Wildfire Coordination Centre Support	Administrative Support 3	<b>Fire Season:</b> Monday to Sunday 7:00 am–7:00 pm <b>Winter:</b> Monday to Friday 8:15 am–4:30 pm

#### Essential Service Work Functions

- Process reports of wildfires reported via the emergency 310-FIRE telephone line.
- Responsible for general reception calls for the Alberta Wildfire Coordination Centre.
- Complete data entry; post reports to the website; and support various wildfire operations daily activities.
- Assist in aircraft, manpower, equipment and catering logistics.

## LOCATION: EDMONTON

DESW	Job Title	Classification	Schedule
1	Business Analyst	Finance 3	***Required during Fire Season only 5 days on 2 days off, Monday-Friday

**Essential Service Work Functions**

- Coordinates the reporting and analyses of various wildfire management financial results.
- Develops and analyses wildfire management financial reports to provide recommendations relating to the efficiency and effectiveness of the program.
- Provides financial expertise in the development of Agriculture and Forestry's business plan and annual report, as well as program reviews, financial trend analysis, capital plan initiatives, business cases, and strategic plans for the Wildfire Management Branch.
- Compiles and analyzes information to respond to inquiries, determine trends, and report on the wildfire management program.

DESW	Job Title	Classification	Schedule
1	Business Relations Advisor	Program Support 4	***Required during Fire Season only 5 days on 2 days off, Monday-Friday

**Essential Service Work Functions**

- Prepares briefing materials in response to ministerial action requests and emerging issues within the Wildfire Management Branch.
- Researches, provides analysis, explores wildfire management issues, and provides regular status reports.
- Monitors and reports on the status on the Wildfire Management Branch's response to internal and external recommendations, and contributes to the development of strategic and business plans.
- Lead role in coordinating Freedom of Information and Protection of Privacy (FOIP) responses for the branch.

DESW	Job Title	Classification	Schedule
1	Systems Analyst	Systems Analyst 2	5 days on 2 days off, Monday-Friday

**Essential Service Work Functions**

- Provides IT technical support for Forestry Division related to government of Alberta and non-government of Alberta IT systems (includes desktops and networking for offices, Airtanker Bases, staging camps, training and operation rooms, command trailers, GIS portable kits, lightning/forecasting/remote weather stations).
- Position ensures the IT operational readiness of staff and related hardware.

DESW	Job Title	Classification	Schedule
1	Telecommunications Coordinator	Administration 2	Required during fire season and in February 5 days on 2 days off, Monday - Friday

**Essential Service Work Functions**

- Manages the telecom portfolio for Forestry Division.
- Coordinates the acquisition of hardware and services, and maintaining the inventory.
- In February required for telecoms activation in preparation for March 1<sup>st</sup>.

DESW	Job Title	Classification	Schedule
1	Finance Specialist	Administration 1	5 days on 2 days off, Monday-Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provides senior financial functions for provincial programs.</li> <li>• Provides financial expertise and guidance to program staff and financial staff who provide services to the 10 Forest Area offices.</li> <li>• Provides lead and directive roles in planning, developing, directing, and overseeing financial requirements.</li> <li>• Provides leadership for programs related to budgets, finance, and agreement administration for the Wildfire Management Branch. This position is responsible for provincial head office budget monitoring, expenditure and forecast preparation, revenue forecasting and preparation, accounts payable processing, business case development and processing, grant application development and processing, Emergency Firefighter Payroll administration, and the supervision of financial staff within the Business Services Section.</li> <li>• Facilitates budget forecast roll ups for the Wildfire Management Branch and program reviews for provincial and Area programs.</li> <li>• Lead finances specialist – contracts, invoices and procurement support for the branch across the province.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Senior Personnel Administrator	Administrative Support 6	5 days on 2 days off, Monday-Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provides leadership and direction to the three branches within Forestry Division regarding staffing processes, procedures and requirements.</li> <li>• Provides various payroll related services to Wildfire Management Branch.</li> <li>• Monitors Wildfire Management Branch staff compliance with financial policies for ExClaim and P-Card.</li> <li>• Prepares and analyzes personnel and payroll reports.</li> <li>• Provides SRC services to Wildfire Management Branch Provincial headquarters staff.</li> <li>• Ensures proper records management, as well as coordinates awards and recognition for Wildfire Management Branch.</li> <li>• Lead payroll specialist and is the primary contact supporting headquarters and 10 Areas.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Agreement Team Lead	Administrative Support 6	5 days on 2 days off, Monday-Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Works within a financial administrative team in a supervisory and functional capacity.</li> <li>• Provides for the financial administration of aircraft and other provincial Wildfire Management Branch contracts.</li> <li>• Lead administrator for aircraft accounts and other provincial contracts and grants.</li> <li>• Required year round to ensure contracts are ready for March 1 annually.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Secretary to Executive Director	Administrative Support 5	***Required during Fire Season only 5 days on 2 days off, Monday-Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Performs a variety of senior secretarial and office administrative duties.</li> <li>Ensure that the office of the Executive Director is administered efficiently and effectively.</li> <li>Point of contact for the Assistant Deputy Minister's office, Deputy Minister's Office, department Directors, other department staff and stakeholders.</li> <li>All queries, correspondence, action requests, contracts, information requests, both internal and external clients are coordinated and or handled by this position.</li> <li>Provides guidance, training, conflict resolution, decision-making and direction to other administrative staff pertaining to policies, procedures and guidelines.</li> <li>Coordinator for the Wildfire Management Branch, Edmonton for facility management, which includes, facility issues/work orders, parking, after hour building access and keys.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Administrative Assistant	Administrative Support 5	***Required during Fire Season only 5 days on 2 days off, Monday-Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Provides records management for Wildfire Management Branch including filing and disposition of files.</li> <li>Provides back-up SRC services and back-up administrative duties for Exec. Director's office including ARTS and scheduling of meetings.</li> <li>Provides employee absence tracking for Wildfire Management Branch Edmonton.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Administrative Generalist	Administrative Support 5	***Required during Fire Season only 5 days on 2 days off, Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Provides accounts payable services for Wildfire Management Branch headquarters (coding and reconciliation).</li> <li>Provides senior administrative services to support the Safety Programs Coordinator for Forestry Division. Key functions include data management and reporting.</li> <li>Continued processing of wildfire contract invoices received post fire season, essential for Fire Season and until contractors catch up on invoicing (December) annually.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Agreement Administrator	Administrative Support 4	Monday to Friday 8:15 am-4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Key point of contact for Wildfire Management Branch staff for contract and grant administrative services.</li> <li>Provides assistance in the preparation and review of contract draft documents, and verifies contract requirements are met.</li> <li>Reviews 'Requests for Proposals' (RFP), and provides assistance in preparing tender documents, evaluating proposals, awarding and signing contractual agreements.</li> <li>Facilitates the timely processing of invoices for payment and the release of performance guarantees/holdbacks.</li> <li>Monitors and reports on Wildfire Management Branch contracts.</li> </ul>			



DESW	Job Title	Classification	Schedule
1	Personnel Administrator	Administrative Support 4	5 days on 2 days off, Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Duties include payroll for Edmonton Wildfire Management staff, wage commencements for seasonal staff for Edmonton , backup Service Request Coordinator, Exclaim</li> <li>Reviews wage commencements for the 10 FA, Admin on Junior Forest Ranger, Wildfire Crew (new Hires – fitness and interviews), other seasonal positions</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Aircraft Accounts Support	Administrative Support 4	5 days on 2 days off, Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Provides administration of aircraft payments related to aircraft contracts and timely payment of aircraft charter invoices.</li> <li>Accountable for the processing of invoices submitted by aircraft companies for payment of flying hours, basing fees and other expenses.</li> <li>Enters aircraft contracts in the Contract Administration System (Administrative Support).</li> </ul>			

DESW	Job Title	Classification	Schedule
2 wage	Receptionist	Administrative Support 3	<b>1 Required during fire season/ 1 Required January to October</b> 5 days on 2 days off, Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Provides the first point of contact for the Wildfire Management Branch, Forest Management Branch and Forest Industry Development Branch.</li> <li>Duties include answering of multi-line telephone, directing calls to the appropriate staff member and Branch, assisting walk-in clients, receiving and arranging courier services, processing incoming and outgoing mail, ordering of stationary supplies, and vehicle fuel purchases reconciliation.</li> <li>January to October support recruitment, interview scheduling for hiring of new fire fighters.</li> </ul>			

DESW	Job Title	Classification	Schedule
1 wage	Financial Records Administration	Administrative Support 5	<b>***Required during Fire Season only</b> 5 days on 2 days off, Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Provides documentation for the disaster recovery program.</li> </ul>			

DESW	Job Title	Classification	Schedule
1 wage	Finance Assistant	Administrative Support 4	<b>***Required during Fire Season only</b> 5 days on 2 days off, Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Provides the first point of contact for the Wildfire Management Branch, Forest Management Branch and Forest Industry Development Branch.</li> <li>Duties include answering of multi-line telephone, directing calls to the appropriate staff member and Branch, assisting walk-in clients, receiving and arranging courier services, processing incoming and outgoing mail, ordering of stationary supplies, and vehicle fuel purchases reconciliation.</li> </ul>			



DESW	Job Title	Classification	Schedule
1 wage	Administrative Support	Administrative Support 3	***Required during Fire Season only 5 days on 2 days off, Monday- Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Provides data entry for Wildfire Management Branch Edmonton staff.</li> </ul>			

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EDMONTON RADIO TELECOMMUNICATIONS

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LOCATION: EDMONTON

DESW	Job Title	Classification	Schedule
4	Area Telecoms Team Lead	Technologies 5	5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Ensures the local technical team is functioning at a very high level state of readiness, informed and aware of the policies, procedures and standards.</li> <li>Performs technical tasks relating to the installation, operation and maintenance of Firenet Radio, Data and Voice Networks, remote weather telemetry stations and fixed remote camera networks.</li> <li>Ensures the high state of reliability and readiness of the Firenet system along with remote weather stations and camera networks provides critical communication and essential intelligence to multiple ministries prior and during critical emergency events.</li> <li>Responds to large and complex emergency incidents that require radio, voice and data telecommunication solutions.</li> <li>Performs a vital role in the operation and maintenance of a province wide emergency responder radio communication system AFRRCS.</li> <li>Takes the lead on area and district telecommunication projects.</li> <li>Maintains and defines daily telecommunication area requirements.</li> <li><b>4 Positions-( NE Area, NW Area, West Central Area, Southern Area )</b></li> </ul>			

DESW	Job Title	Classification	Schedule
16	Communications Technician	Technologies 4	5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Provides 24 hours, 7 days a week critical support and response for system operation, network optimization, network outage restoration and cross-department/agency coordination.</li> <li>Onsite technical support for mission critical telecommunication systems, telemetry networks and other electronic systems in operation.</li> <li>Provides remote integration of onsite equipment, trouble shooting and repair of all facets relating to telecommunications and electronic networks.</li> <li>Performs technical maintenance and related documentation to the operation of Firenet Radio, Data and Voice Networks, remote weather telemetry stations and fixed remote camera networks.</li> <li>Responds to large and complex emergency incidents that require radio, voice and data telecommunication solutions</li> <li><b>16 positions as follows: Southern Area (x4); NE Area (x4); NW Area (x4) West Central Area (x4)</b></li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Telecommunications and Facilities Warehouse Lead	Operational Services 5	5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide complete warehousing requirements and support to all district telecom staff.</li> <li>• Ensures adequate supply of materials, supplies and equipment to support all Telecom and Facilities outages and maintenance response</li> <li>• Interface with all staff and cross ministry agencies utilizing Firenet and or other First Responder networks.</li> <li>• Ensure all safe work procedures are followed in and around the facility.</li> <li>• Ensure the Edmonton vehicle fleet is maintained, equipped and service ready for any request of deployment need.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Firenet Operations Coordinator	Technologies 7	5 days on – 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provides high level leadership and first line expertise, supervision and strategic foresight to the overall Firenet network and technical staff.</li> <li>• Ensures the day to day operations and delivery of multiple provincial scale public safety radio and satellite communication systems</li> <li>• Oversee contract engineers, and technologist that perform RF interference and noise mitigation.</li> <li>• Asses larger scale outages and reallocate resources accordingly.</li> <li>• Update management and cross ministry stakeholders of potential issues or concerns.</li> <li>• Monitors changing condition and circumstances to effately modify network traffic and resources to accommodate.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Telecommunications and Facilities Finance Admin Lead	Administrative Support 6	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for the monitoring and coordination of all administrative functions within the unit.</li> <li>• Responsible for the unit's budget forecasting, tracking, reporting.</li> <li>• Cross ministry support for reviews, summaries and expenditures related to Alberta First Responders Radio Communication System.</li> <li>• Contract management and administration of Service and equipment contracts.</li> <li>• Responsible for the administration of the unit's large telecommunication inventory of wireless, cable line and VOIP networks.</li> <li>• Provides administrative guidance and support to over 35 spatially situated staff and contract staff.</li> <li>• Provides senior administrative leadership within a multi-faceted team environment.</li> <li>• Ensures compliance with the Ministry and Government of Alberta regulations, policies and procedures.</li> <li>• Due to contract management and need to support this unit including Alberta First Responders Radio System radio network year round contract and equipment purchases this is essential for not only the Fires Season but at 70% of November to February</li> </ul>			

WILDFIRE PREVENTION

LOCATION: EDMONTON

PREVENTION COMPLIANCE

1	Provincial Wildfire Prevention Officer	Natural Resources 8	Monday to Friday 8:15 am–4:30 pm
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**Essential Service Work Functions**

- Critical to deployment of fire advisories, restrictions, bans and closures related to public safety.
- Support prevention wildfire response in managing area prevention and response during wildfires and in pre-suppression including compliance and enforcement activities.
- Active and rostered Air Attack Officer and Provincial Aircraft Coordinator
- A resource that can be deployed to the field in a number of wildfire or emergency response roles to support incidents and areas dealing with wildfire emergencies.
- Critical to implementation of communications during wildfire and other emergency events.
- A resource that can be deployed on wildfire and other emergencies in province and out-of-province.

DESW	Job Title	Classification	Schedule
1	Senior Wildlife Prevention Specialist	Program Services 4	Monday to Friday 8:15 am–4:30 pm

**Essential Service Work Functions**

- Critical to deployment of fire advisories, restrictions, bans and closures related to public safety.
- Support prevention wildfire response in managing area prevention and response during wildfires and in pre-suppression, including compliance and enforcement activities.
- A resource that can be deployed to the field in a number of wildfire or emergency response roles to support incidents and areas dealing with wildfire emergencies.
- Critical to implementation of communications during wildfire and other emergency events.
- A resource that can be deployed on wildfire and other emergencies in province and out-of-province.

DESW	Job Title	Classification	Schedule
1	Cost Recovery Support	Administrative Support 5	<b>Required if work stoppage is longer than 90 days</b> Monday to Friday 8:15 am–4:30 pm

**Essential Service Work Functions**

- Review Fire Billing information for accuracy and completeness
- Liaison with Forest Area Finance leads (Environment and Parks) and Forest Area Wildfire Prevention staff to assist in the preparation and collating billing files
- Prepare representation letter for fire billings to be signed by the Executive Director
- Track billings for collection and follow up.
- Provide filing and document handling for wildfire investigations and document control (can lead to extended hours).

PREVENTION - INFORMATION

DESW	Job Title	Classification	Schedule
1	Community Relations Coordinator (Info shop)	Program Services 4	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Critical to implementation of communications during wildfire and other emergency events.</li> <li>• Key provincial contact for 10 area information coordinators – ensuring area communications are moving quickly and approved by corporate communications (CPE).</li> <li>• Supervision of wildfire information staff, including those overseeing the FYI-Fire centre.</li> <li>• Critical to deployment of fire advisories, restrictions, bans and closures related to public safety.</li> <li>• Wildfire information officer trained – allows position to be deployed provincially and to areas to support wildfires and other emergencies.</li> <li>• Leading wildfire information officer training provincially.</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Provincial Wildfire Information Officer	Program Services 3	***Required during Fire Season only Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Critical to implementation of communications during wildfire and other emergency events.</li> <li>• Each position will rotate through the Provincial Information Officer on call roster.</li> <li>• Shifting through FYI-Fire centre as required.</li> <li>• Critical to deployment of fire advisories, restrictions, bans and closures related to public safety.</li> <li>• Wildfire information officer trained – allows position to be deployed provincially and to areas to support wildfires and other emergencies.</li> <li>• One information officer specializes in video for wildfire, other in web contents for wildfire, and other public communications and emergency communications</li> <li>• Supporting wildfire information officer training provincially.</li> </ul>			

DESW	Job Title	Classification	Schedule
1 wage	Wildfire Information Officer	Program Services 2-3	***Required during Fire Season only Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Wage Info Officer that supports emergency communications provincially, in area, and on incidents.</li> <li>• Critical to implementation of communications during wildfire and other emergency events.</li> <li>• Each position will rotate through the Provincial Information Officer on call roster.</li> <li>• Shifting through FYI-Fire centre as required.</li> <li>• Critical to deployment of fire advisories, restrictions, bans and closures related to public safety.</li> <li>• Information officer trained – allows position to be deployed provincially and to areas to support wildfires and other emergencies.</li> </ul>			

DESW	Job Title	Classification	Schedule
1 wage	Information Officer Support	Program Services 1-2	***Required during Fire Season only Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervision and oversight of the FYI-Fire centre.</li> <li>• Critical to implementation of communications during wildfire and other emergency events.</li> <li>• Critical to deployment of fire advisories, restrictions, bans and closures related to public safety.</li> <li>• Information officer trained – allows position to be deployed provincially and to areas to support wildfires and other emergencies.</li> </ul>			

DESW	Job Title	Classification	Schedule
1 wage	Graphic Design specialist	Program Services 2	***Required during Fire Season only Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Critical to supporting implementation of emergency communications during wildfire and other emergency events. Includes designing for web, Hub Spot, the wildfire app, etc.</li> <li>• Critical to deployment of fire advisories, restrictions, bans and closures related to public safety.</li> <li>• Creation of key public safety campaigns like start of fire season, campfire safety, OHV's, safe burning practices, aircraft on lakes, drones around wildfires, etc.</li> </ul>			

#### PREVENTION – INVESTIGATIONS

DESW	Job Title	Classification	Schedule
1	Provincial Wildfire Prevention Officer – Investigations Unit Lead	Natural Resources 8	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Critical to managing the wildfire investigations program and oversight of investigations of all wildfires in the FPA.</li> <li>• Investigation of high profile wildfires and other emergencies for civil litigations and/or criminal prosecutions.</li> <li>• Responsible to support wildfire enforcement activities as needed during fire bans and forest closures – during high hazard periods</li> <li>• Responsible for guiding the wildfire investigations program on a provincial level.</li> <li>• Lead with the development of investigation procedures, research new initiatives and technologies for wildfire investigations, forensics, photography and documentation.</li> <li>• Support deployment of fire advisories, restrictions, bans and closures related to public safety.</li> <li>• Support prevention wildfire response in managing area prevention and response during wildfires and in pre-suppression including compliance and enforcement activities.</li> <li>• A resource that can be deployed on wildfire and other emergencies in province and out-of-province.</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Provincial Wildfire Investigator	Program Services 3	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Investigation of wildfires and other emergencies for cause and origin, for civil litigations and/or criminal prosecutions.</li> <li>• Responsible to deliver wildfire enforcement activities as needed during fire bans and forest closures.</li> <li>• Responsible for supporting the wildfire investigations program by conducting wildfire investigations on a provincial level.</li> <li>• Assist with the development of investigation procedures, research new initiatives and technologies for wildfire investigations, forensics, photography and documentation.</li> <li>• Support deployment of fire advisories, restrictions, bans and closures related to public safety.</li> <li>• Support prevention wildfire response in managing area prevention and response during wildfires and in pre-suppression including compliance and enforcement activities.</li> <li>• A resource that can be deployed on wildfire and other emergencies in province and out-of-province.</li> </ul>			

**PREVENTION – JUNIOR FOREST RANGER (JFR)/REVIEW AND IMPROVEMENT**

DESW	Job Title	Classification	Schedule
1	Junior Forest Ranger/ Review & Improvement Lead	Natural Resources 8	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• A resource that can be deployed to the field in a number of wildfire or emergency response roles to support incidents and areas dealing with wildfire emergencies.</li> <li>• Support deployment of fire advisories, restrictions, bans and closures related to public safety.</li> <li>• Support prevention wildfire response in managing area prevention and response during wildfires and in pre-suppression including compliance and enforcement activities.</li> <li>• A resource that can be deployed on wildfire and other emergencies in province and out-of-province.</li> <li>• Oversight of the review and improvement program and Junior Forest Ranger program</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Review Specialist	Natural Resources 6	***Required during Fire Season only Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Active on provincial logistic roster and Type 1 logistics roster</li> <li>• Wildfire training for logistical staff.</li> <li>• A resource that can be deployed to the field in a number of wildfire or emergency response roles to support incidents and areas dealing with wildfire emergencies.</li> <li>• Support deployment of fire advisories, restrictions, bans and closures related to public safety.</li> <li>• Support prevention wildfire response in managing area prevention and response during wildfires and in pre-suppression including compliance and enforcement activities.</li> <li>• A resource that can be deployed on wildfire and other emergencies in province and out-of-province.</li> </ul>			

**PREVENTION – APPLICATIONS UNIT**

DESW	Job Title	Classification	Schedule
3	Wildfire Application Specialist	Program Services 3	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure that the FIRES, Administrative Support, Dispatch and SFMS applications keep pace with changes in the Wildfire Management Branch and Mountain Pine Beetle business areas.</li> <li>• Ensure that users have access to good quality user documentation for the FIRES program.</li> <li>• Ensure that users are trained to use the FIRES program.</li> <li>• Ensure availability and security of the FIRES and Dispatch applications.</li> <li>• Ensure business areas have input into the development and enhancement priorities of FIRES and related applications.</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Wildfire Application Specialist	Administrative Support 6	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Aid system users in identifying needs for application changes/enhancements, and in communicating those needs to systems programmers.</li> <li>• In specific areas assigned by the Fire Applications Section Head, provide direction to the systems programmers regarding application changes and enhancements.</li> <li>• Assist business areas in developing and maintaining data integrity and consistency across the system to build data confidence.</li> <li>• Develop, schedule and deliver end-user training on the use of FIRES, SFMS, Dispatch, and</li> </ul>			

Administrative Support throughout the province.

- Perform system acceptance testing.
- Create ad-hoc reports for analyzing data.

### PREVENTION - FIRESMART

DESW	Job Title	Classification	Schedule
1	FireSmart Unit Leader	Natural Resources 9	Monday to Friday 8:15 am-4:30 pm

#### Essential Service Work Functions

- Fills rostered Incident Management Team Planning Section Chief Role.
- Fills rostered Consequence Management Officer Role for Alberta Emergency Management Agency (roster is year round).
- Supports Forest Areas in Prevention and Wildfire Operations roles.
- Responds to Action Requests and Briefing Notes.
- Completes Business Cases essential for contract development.
- Assists in managing the FireSmart budget.
- Recall for special assignments dedicated to a Type 1 incident management team.

DESW	Job Title	Classification	Schedule
1	FireSmart Community Protection Specialist	Natural Resources 8	Monday to Friday 8:15 am-4:30 pm

#### Essential Service Work Functions

- One window contact between the Forest Areas, communities and related stakeholders regarding wildfire community protection needs.
- Liaison with the Forest Resource Improvement Association of Alberta regards FireSmart planning.
- Contract manager for FireSmart Planning Services Contractors.
- Fills various wildfire operations roles during the fire season.

DESW	Job Title	Classification	Schedule
1	FireSmart Forest Management Specialist	Natural Resources 8	***Required during Fire Season on-call Monday to Friday 8:15 am-4:30 pm

#### Essential Service Work Functions

- One window contact between the Forest Areas, Forest Management Branch and forest industry stakeholders regarding wildfire management integration into forest management.
- One window contact of the Wildfire Management Branch regarding fuel management prescriptions.
- Fills rostered Consequence Management Officer role for Alberta Emergency Management Agency (roster is year round).
- Fills Provincial Duty Officer role as per roster (year round).
- Fills various wildfire operations roles during the fire season.



DESW	Job Title	Classification	Schedule
1	FireSmart Specialist	Program Services 4	On-call Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Is the key contact with the Forest Areas, community groups and other stakeholders regarding FireSmart education initiatives</li> <li>• Develops products and materials key to educating the public about FireSmart.</li> <li>• Fills the role as President of FireSmart Canada-Partners in Protection Association.</li> <li>• Fills various wildfire support roles during the fire season. Such as staffing the FYI-FIRE phone line and supporting the Alberta Fire Bans website.</li> </ul>			

#### PREVENTION – PRESCRIBED FIRE

DESW	Job Title	Classification	Schedule
1	Prescribed Fire Unit Lead	Natural Resources 9	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide funding, training and other resources to Wildfire Management Areas for prescribed fire planning.</li> <li>• Approve prescribed fire plans</li> <li>• Provide fire operations support as Fire Behaviour Analyst and fire growth modeller.</li> <li>• Collect and analyze forest fuel inventory data in support of FireSmart and Prescribed Fire Programs.</li> <li>• Participate in multiple committees/advisory groups that support Forestry Division Business.</li> <li>• Assist in development of new tools to enhance FireSmart Program data management and business needs.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Support Technologist	Natural Resources 4	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supports the development, testing, and use of computer models and systems that enable landscape analysis, fire behavior forecasting, and enhanced decision support.</li> <li>• Assists with Provincial Fire Behavior Service Centre requests for fire growth forecasts.</li> <li>• Participate in active fire suppression and incident management team deployments as required or requested.</li> </ul>			

#### PREVENTION – WILDFIRE MANAGEMENT UNIT

DESW	Job Title	Classification	Schedule
1	Wildfire Management Unit Lead	Natural Resources 9	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Aligns wildfire management strategic priorities and major initiatives with departmental risk management policy to establish a reliable basis for decision making, ensure effective allocation and use of resources for wildfire risk mitigation, and increase the likelihood of achieving departmental business plan goals.</li> <li>• Oversees fire modelling and landscape analysis to support wildfire management business area needs and strategic planning initiatives within the department.</li> <li>• Develops and maintains computer models and systems that enable landscape analysis, fire behaviour forecasting and enhanced decision support.</li> <li>• Supports research and development activities to promote continuous improvement and leading edge wildfire management practices in Alberta.</li> </ul>			



DESW	Job Title	Classification	Schedule
1	Wildfire Landscapes Specialist	Natural Resources 8	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Support the development of wildfire management plans to address wildfire mitigation, preparedness, response, and recovery in each to the ten Wildfire Management Areas.</li> <li>• Support the development and maintenance of computer models and systems that enable landscape analysis, fire behavior forecasting and enhanced decision support.</li> <li>• Works with Wildfire Management Area and Coordination Centre staff to accomplish wildfire management goals and objectives including incident management team deployments and Provincial Fire Behavior Service Centre requests.</li> <li>• Supports strategic research and development activities to promote continuous improvement and leading edge wildfire management practices in Alberta.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Systems Analyst	Meteorological 1	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Support the development of wildfire management plans to address wildfire mitigation, preparedness, response, and recovery in each to the ten Wildfire Management Areas.</li> <li>• Supports the development and implementation of risk-based analyses, standards and criteria to establish a reliable basis for wildfire management decision making and planning initiatives.</li> <li>• Works with Wildfire Management Area and Coordination Centre staff to accomplish wildfire management goals and objectives including incident management team deployments and Provincial Fire Behavior Service Centre requests.</li> <li>• Call in for Wildfire planning to support the Strategic Planning Unit for multiple incident events.</li> </ul>			

#### PREVENTION - WILDFIRE SCIENCE

DESW	Job Title	Classification	Schedule
1	Wildfire Science Coordinator	Scientific 4	On-call Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide overall coordination for the Branch's wildfire management research and science technology activities</li> <li>• Develop and maintain a 3-year wildfire management science and technology program plan</li> <li>• Chair the Wildfire Management Science and Technology Group</li> <li>• Participate on national wildfire management initiatives (Canadian Interagency Forest Fire Centre(CIFFC) Fire Science Committee, Pan-Canadian Framework for Fire Science, CIFFC National Preparedness Plan Task Team, Canadian Partnership for Wildland Fire Science Management Team)</li> <li>• Provide fire science expertise linkages to Forest Areas, Alberta Wildfire Coordination Centre managers, and other divisions and ministries.</li> <li>• Support Strategic Planning unit or Fire Behavior Specialist to support Areas, Incident or Headquarters.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Science Specialist	Scientific 3	On- call Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Contributes to the management and on-going development of the Wildfire Management Science and Technology Program SharePoint site.</li> <li>• Contribute as a project team member on interdisciplinary science initiatives</li> <li>• Participate in Wildfire management Science and Technology knowledge translation activities</li> </ul>			

- Contribute to support and advance the science and technology capability within the Branch
- Provide as required, support to the Alberta Wildfire Coordination Centre Strategic Planning Unit and Fire Behaviour Service Centre during the fire season.

## WILDFIRE SUPPORT CREW (WSC)

LOCATION: EDMONTON

DESW	Job Title	Classification	Schedule
7	Fire Equipment Refurbisher	Maintenance Service Worker 1	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Refurbish, inspection and repair of non – powered fireline equipment for repair and redeployment to warehouse inventory and redeployment to active wildfires (axes, pulaskis, Wajax bags and hand pumps, water bladders, water tanks, tents and shovels etc.)</li> </ul>			

DESW	Job Title	Classification	Schedule
1	IMIS System Administrator	Administrative Support 5	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• The IMIS System Administrator is the key functional resource to ensure the Inventory Management Information System (IMIS) is operational and that any maintenance of the system is completed in order to ensure that fireline equipment can be tracked as it moves around the province.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Mechanical Services Supervisor	Technician 5	Monday - Friday 7:30 am – 4:00 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervises small engine mechanics and one Maintenance Service Worker I</li> <li>• Responsible to ensure all powered fireline tools (chainsaws, pumps, generators etc.) are inspected, serviced and repaired and return to active service.</li> <li>• Assigns work priorities within the unit.</li> <li>• Ensure the mobile mechanic support trailers are stocked and serviceable.</li> <li>• Determines staffing for the trailers in the event they are deployed to an incident</li> <li>• Ensure the inventory of spare parts on hand is adequate for the anticipated need, monitors and orders inventory as required.</li> <li>• Submits paper work to write off equipment that is damaged or worn beyond economical repair.</li> <li>• Inspects quality of work.</li> <li>• Participates in the repair and refurbishment of equipment.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Mechanic's Assistant	Maintenance Service Worker 1	Monday - Friday 7:30 am – 4:00 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Refurbishing of powered equipment used for fire fighting i.e. pumps and chainsaws. This would include dismantling pumps, chainsaws etc. for mechanics to begin work on.</li> <li>• Cleaning and painting fire equipment parts.</li> <li>• Repairing fire equipment parts such as recoil starters, pump frames and pump ends.</li> <li>• Decontamination of pumps.</li> <li>• Refurbishing of non-powered equipment such as Wajax bags and hand pumps.</li> <li>• General shop cleaning duties.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Purchaser	Administrative Support 4	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Requests to purchase diverse commodities in support of forest protection, forest fire prevention and other business operations are processed in a timely, accurate, efficient and cost-effective manner in accordance with applicable legislation, regulations, agreements and policies and procedures.</li> <li>• Consultation, advice and expertise are provided to clients, department representatives, and stakeholders to support the acquisition of appropriate products and services that meet business requirements and resolution of associated issues in accordance with applicable legislation, regulations, agreements and policies and procedures.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Refurbishing Supervisor	Maintenance Service Worker 3	Monday to Friday 8:00 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• This position supervises staff in the refurbishing section that provides maintenance, repair and refurbishing of all non-powered fireline equipment used for fire suppression by Wildfire Management Branch personnel.</li> <li>• This position supervises 2 permanent staff and 5 seasonal refurbishing staff members.</li> <li>• Provides training to the refurbishing staff in the warehouse.</li> <li>• Ensure Occupational Health and Safety Act and Regulations along with Wildfire Management Branch policies and Standard Operating Practice's are followed in the refurbishing unit.</li> <li>• Responsible to maintain an accurate parts inventory that is used to refurbish fireline equipment.</li> <li>• Supervise hose refurbishing contract.</li> </ul>			

DESW	Job Title	Classification	Schedule
6	Small Engine Mechanic	Automotive Service Technician	Monday to Friday 7:30 am–4:00 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Performs diagnosis, repairs and certification on a variety of fire suppression equipment used throughout the province. This includes, repairing power saws, pumps, generators and related equipment.</li> <li>• Mans mobile equipment repair trailer when required for campaign fires.</li> <li>• Completes work orders; create parts order lists and supplies inventories.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Fleet Coordinator/Purchaser	Administrative Support 5	Monday to Friday 8:15 am–4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for Forestry Division's vehicle management and administration as well as the acquisition of a broad range of equipment associated with provincial forest protection, forest fire prevention and other business operations.</li> </ul>			

DESW	Job Title	Classification	Schedule
6	Stockkeeper	Four OS 3 and two OS 2	Monday to Friday 8:00 am-4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure there is an adequate supply of materials and equipment ready for distribution across the province to meet the needs of the Wildfire Management Branch and support wildfire management activities.</li> <li>• Responsibilities in the area of warehousing include receiving, storage, packing of kits, distribution and shipping of fire equipment and other items to Forest Area Warehouses and fire incidents.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Finance Administrator	Administrative Support 4	Monday to Friday 7:45 am-4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for accounts payable invoices/purchase orders, expense claims, procurement card expenditures, and expenditure transfers are reviewed and processed in an accurate and timely manner in accordance with relevant policies, standards and guidelines.</li> <li>• Reviews and approves all salary timesheets for the Provincial Warehouse, making sure appropriate signatures are in place and codes are all in accordance to the Master Agreement.</li> <li>• Prepares wage employee timesheets in FIRES program and submits for payment processing and approval</li> <li>• Ensures the Provincial Warehouse budget is prepared, monitored, and associated financial operations are carried out in accordance with relevant directives, policies and processes to ensure established financial targets are met and comprehensive information is available for planning and decision-making.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Warehouse Services Supervisor	Operational Services 5	Monday to Friday 8:00 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provides direction in day-to-day operations of the Warehouse Services Section to ensure there is an adequate supply of materials and equipment ready for distribution across the province to meet the needs of the Wildfire Management Branch and support wildfire management activities.</li> <li>• Responsibilities in the area of warehousing include receiving, storage, packing of kits, distribution and shipping of fire equipment and other items to Forest Area Warehouses and fire incidents.</li> <li>• Supervises stock keepers and seasonal stock keepers.</li> <li>• Ensures that all Occupational Health &amp; Safety regulations are adhered to in the unit.</li> </ul>			

LOCATION: EDSON

DESW	Job Title	Classification	Schedule
16 wage	Helitack Crew Member	Natural Resources 2	15 days on 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Performs suppression activities on wildfires.</li> <li>• Keep assigned equipment serviceable, organized and fire ready.</li> <li>• Participate in regular proficiency training and document activities in the log book.</li> <li>• Be prepared for fire export at all times.</li> <li>• Maintains a state of readiness and conduct work in a safe and effective manner.</li> <li>• Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Area Information Coordinator	Program Services 3	5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide HubSpot hazard and fire activity updates for local area.</li> <li>• Provide local media with hazard and wildfire activity updates, including approved interviews.</li> <li>• Participate on the Incident Management Team as the Information Officer.</li> <li>• Provide crisis communication for the Area at kiosks or town hall meetings.</li> <li>• Prepare social media updates for wildfire activities and hazard.</li> <li>• Provide other Public Safety messaging for all hazard risk or events as assigned.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Airtanker Base Loaderman	Natural Resources 2	***Required during Fire Season only 10 days on 4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure PPE is maintained and worn for air tanker loading.</li> <li>• Load air tankers as directed following the prescribed safe loading procedures.</li> <li>• Ensure loading area and storage areas are maintained in a high state of readiness and actions will meet prescribe alerts.</li> <li>• Assist in maintaining and cleaning of all Airtanker Base buildings.</li> <li>• Ensure tools are stored properly.</li> <li>• Ensure safe working procedures when using all hand held and power tools at the base.</li> <li>• Liaison with aircrew and Aircraft Maintenance Engineers to ensure safety and operational issues are addressed and remedied.</li> <li>• In the absence of the Airtanker Base Supervisor conduct site safety briefings.</li> <li>• Assist in the monitor and tracking of water, fuel, oil, foam and retardant.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Airtanker Base Supervisor	Natural Resources 3	***Required during Fire Season only 10 days on 4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for safe and efficient operation of Airtanker Base.</li> <li>• Facilitates the fuelling, dispatching and loading of the province's air tanker fleet in the suppression of wildfires.</li> <li>• Responsible to maintain inventories of fuel, retardant, and water.</li> <li>• Supervision of contract loader personnel.</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Camp Supervisor	Maintenance Service Worker 2	***Required during Fire Season only 10 days on 4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensures camp is maintained in a safe and functional condition.</li> <li>• Assigns rooms to incoming resources.</li> <li>• Coordinates meal numbers with the Catering contractor.</li> <li>• Ensures water and septic services are schedule to keep the camp operating.</li> <li>• Reports major maintenance issues to the Duty Officer.</li> <li>• Ensures camp cleaning services are delivered as per the contract.</li> <li>• Resolves conflicts to the best of his or her ability.</li> <li>• Documents and reports infraction of the contracts or camp rules (alcohol use, illegal drugs, in</li> </ul>			

appropriate behaviours).

DESW	Job Title	Classification	Schedule
1	Crew Coordinator	Natural Resources 4	***Required during Fire Season only 5 days on 2 days off

**Essential Service Work Functions**

- Responsible to directly supervise seasonal wildfire crew (WFC) during pre-suppression and suppression activities.
- Obtain daily project or wildfire assignments complemented with a safety briefing to address all anticipated working conditions and potential hazards to ensure worker safety under your supervision.
- Deploy to an incident in the role assigned.
- Act as a mentor and trainer to enhance for Helitack and Rappel crews in the Area.
- Effectively communicate with the Duty Officer and Crews to effectively complete tasks and assignments in a safe and timely manner.
- Complete all administrative duties with accuracy and meet deadlines.
- Complete all operations in accordance with departmental policy and standard operating practices, Occupational Health and Safety Acts and Regulations and financial policy and business rules.
- Conduct reviews of crews to ensure equipment is maintained in a safe and operational state, crews are meeting readiness requirements, safety criteria including rest periods.

DESW	Job Title	Classification	Schedule
1	Detection Aide	Natural Resources 3	***Required during Fire Season only 5 days on 2 days off

**Essential Service Work Functions**

- In consultation with the supervisor, set up a spare lookout schedule with lookout staff for the season.
- Fill the role of Lookout Observer when the designated seasonal employee for the lookout cannot fulfill his/her duties or requires time off. While in this role, carry out all regular lookout duties.
- Submit aircraft request for servicing through the Areas Wildfire Dispatch Supervisor.
- Document, inventory, and report all the identified maintenance and repairs required at eat lookout facility.
- Carry out fixed wing patrols as assigned by the Area Duty Officer.
- Assist in the spring opening and fall closure of the all the lookouts in the Area.
- As directed by the supervisor, ensure that all lookout documentation is being completed and submitted as required.
- Limited support may be provided to the Areas wildfire suppression efforts where participation does not conflict with the detection program.

DESW	Job Title	Classification	Schedule
4	Wildfire Dispatcher	Administrative Support 3	***Required during Fire Season only 7 days on 3 days off, 7 days on 4 days off

**Essential Service Work Functions**

- Maintain an accurate E-log for all activities while on Duty.
- Maintain data entry within the FIREs and Dispatch program as required.
- Dispatch resource as requested by the Duty Officer or Senior Dispatcher.
- Hire aircraft as directed using the standard criteria, documentation and protocols.
- Participate on incident management teams as request in the role of a Radio Operator – locally or for export outside the Forest Area.
- Track all resource check in times and frequencies, follow SOPs for any late or overdue check ins, including lookout tower check ins and schedules.
- Assist in on the job training for new dispatcher.



- Provide orientation for dispatchers imported to assist from other Forest Areas.
- Monitor Dispatch and FIREs to maintain situational awareness of local activity.
- Provide the Airtanker Base with dispatch information for local air tanker dispatches.
- Invoke emergency procedure for distress calls (e.g. Aircraft Mayday or lookout threats).

DESW	Job Title	Classification	Schedule
4	Helitack Leader	Natural Resources 3	***Required during Fire Season only 15 days on 6 days off

#### Essential Service Work Functions

- Performs and directs suppression activities on wildfires
- Keep assigned equipment serviceable, organized and fire ready
- Participate in regular proficiency training and document activities in the log book
- Be prepared for fire export at all times
- Ensure the crew maintains a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.

DESW	Job Title	Classification	Schedule
1	Logistics Coordinator Assistant	Administrative Support 3	***Required during Fire Season only 10 days on 4 days off

#### Essential Service Work Functions

- Hire and track equipment resource hire in the area.
- Work with Camp Supervisors to ensure camps are prepared for incoming resources.
- Track contract issues with catering contracts.
- Maintain FIREs entry for all equipment hires and track their deployments and assignments.
- Provide relief for Logistic Coordinator on days off.
- Deploy to an incident to support in the logistic functions (supply or service).

DESW	Job Title	Classification	Schedule
4	Lookout Observer	Lookout 1	***Required during Fire Season only 24 hours, 7 days a week

#### Essential Service Work Functions

- Provide early detection and accurate reporting of all potential smoke and fire within the lookout visible area. Continuous observation on the progress and behaviour of the smoke or fire until fire control personnel arrive at the fire location is also required.
- Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins by radio with the Forest Area office at scheduled times.
- Record and report all unauthorized smoke or smokes by radio to the area.
- Record and report all observed lightning storms and strikes to the area.
- Monitor authorized fires which are under permit.
- Maintain a Fire Permit Register and update as new permit locations are received and old permits expire.
- Check and record weather readings at least twice daily and report to the Forest Area Headquarters. During an ongoing fire, recording and reporting weather on an hourly basis.
- Act as a communications relay between fire camps, field staff, aircraft, etc., as required.
- Maintain a station log of all radio transmissions.
- Maintain the buildings and facilities in safe working order at all times.
- Report unsafe equipment to the duty officer.

#### Terms and Conditions

- Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy.

DESW	Job Title	Classification	Schedule
2	Manup Supervisor	Natural Resources 4	***Required during Fire Season only 10 days on 4 days off

#### Essential Service Work Functions

- Responsible to directly supervise seasonal wildfire crew during pre-suppression and suppression activities.
- Obtain daily project or wildfire assignments complemented with a safety briefing to address all anticipated working conditions and potential hazards to ensure worker safety under your supervision.
- Deploy to an incident in the role assigned.
- Act as a mentor and trainer to enhance wildfire crew knowledge base, skills and abilities.
- Effectively communicate with the Duty Officer and wildfire crew to effectively complete tasks and assignments in a safe and timely manner.
- Complete all administrative duties with accuracy and meet deadlines.
- Complete all operations in accordance with departmental policy and standard operating practices, Occupational Health and Safety Acts and Regulations and financial policy and business rules.
- Participating in supporting the Wildfire Detection and Wildfire Prevention programs.

DESW	Job Title	Classification	Schedule
2	Patrolman	Natural Resources 3	***Required during Fire Season only 5 days on 2 days off

#### Essential Service Work Functions

- Issuance of fire permits in the Area and ensures the fire site will be safe and not escape fire permit legal land location.
- Inspection of permit request sites and approves burning only under safe conditions.
- Pass fire permit locations to the lookout observers.
- Educate rural residents about safe burning practices and changing hazard conditions through friendly and courteous contact.
- Assist the Area with the wildfire prevention activities and make recommendations on improving the prevention program.

DESW	Job Title	Classification	Schedule
1	Provincial Wildfire Investigator	Natural Resources 7	5 days on 2 days off

#### Essential Service Work Functions

- Investigation of wildfires and other emergencies for cause and origin, for civil litigations and/or criminal prosecutions.
- Responsible to deliver wildfire enforcement activities as needed during fire bans and forest closures.
- Responsible for supporting the wildfire investigations program by conducting wildfire investigations on a provincial level.
- Assist with the development of investigation procedures, research new initiatives and technologies for wildfire investigations, forensics, photography and documentation.
- Support deployment of fire advisories, restrictions, bans and closures related to public safety.
- Support prevention wildfire response in managing area prevention and response during wildfires and in pre-suppression including compliance and enforcement activities.
- A resource that can be deployed on wildfire and other emergencies in province and out-of-province.



DESW	Job Title	Classification	Schedule
3	Rappel Sub- Leader	Natural Resources 3	***Required during Fire Season only 15 days on and 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Responsible for the safe and effective suppression of wildfire; both initial attack and sustained action. Act as incident commander on small initial attack fires, make tactical decisions on wildfires, direct crew members, and ensure crew safety.</li> <li>Maintaining crew initial attack readiness in accordance with the direction of the Forest Area Duty Officer.</li> <li>Leading and supervising a crew in fire suppression activities on the ground or when crew is split up.</li> <li>Ensure that fire readiness of the crew is maintained.</li> <li>Ensures that the safety considerations as prescribed by things like the standard watch outs and fire orders are considered and implemented in all work situations.</li> <li>Responsible to assign specific tasks to individual crew members.</li> <li>Ensure crew maintains required physical fitness standards and readiness.</li> <li>Responsible to conduct preliminary investigations into fire cause and know the procedure on how to protect a scene for in depth investigation by an experienced investigator.</li> </ul>			

DESW	Job Title	Classification	Schedule
15	Rappel Crew Member	Natural Resources 2-3	***Required during Fire Season only 15 days on and 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Responsible for the safe and effective suppression of wildfire; both initial attack and sustained action. Maintains self and crew initial attack readiness in accordance with the direction of the Forest Area Duty Officer.</li> <li>Performs initial fire suppression on fires.</li> <li>Detects hotspots and/or constructs and holds fire containment lines.</li> <li>Keep assigned equipment serviceable.</li> <li>Maintains physical fitness standards and readiness.</li> <li>Maintains fire readiness (i.e. getaway times) and work under safe conditions.</li> <li>Be prepared for fire export at all times and be prepared to be self-sustainable for 24 hours for overnight fire action.</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Rappel Spotter	Natural Resources 4	***Required during Fire Season only 15 days on and 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Act as incident commander on initial attack fires, make tactical decisions on wildfires, direct multiple resources, and ensure resource safety.</li> <li>Improve effectiveness, and safety of a Rappel Crew and Oversee wildfire, and rappel operations.</li> <li>Maintaining crew initial attack readiness in accordance with the direction of the Forest Area Duty Officer.</li> <li>Leading and supervising a crew and other resources in fire suppression activities.</li> <li>Ensure that fire readiness of the crew is maintained.</li> <li>Ensure that crew rappel certification is maintained, and all necessary training is done safely.</li> <li>Ensure assigned RW and pilot maintain IA readiness, and are operating within the parameters of the contract and Wildfire Management Branch Standard Operating Practices.</li> <li>Ensures that the safety considerations as prescribed by things like the standard watch outs and fire orders are considered and implemented in all work situations.</li> </ul>			

- Responsible to ensure crew equipment, crew vehicle assigned are maintained.
- Responsible for crew equipment inventory.
- Ensure crew maintains required physical fitness standards and readiness.
- Responsible to conduct preliminary investigations into fire cause and know the procedure on how to protect a scene for in depth investigation by an experienced investigator

DESW	Job Title	Classification	Schedule
1	Detection Aide	Lookout	***Required during Fire Season only 5 days on 2 days off

**Essential Service Work Functions**

- In consultation with the supervisor, set up a spare lookout schedule with lookout staff for the season.
- Fill the role of Lookout Observer when the designated seasonal employee for the lookout cannot fulfill his/her duties or requires time off. While in this role, carry out all regular lookout duties.
- Submit aircraft request for servicing through the Areas Wildfire Dispatch Supervisor.
- Document, inventory, and report all the identified maintenance and repairs required at eat lookout facility.
- Carry out fixed wing patrols as assigned by the Area Duty Officer.
- Assist in the spring opening and fall closure of the all the lookouts in the Area.
- As directed by the supervisor, ensure that all lookout documentation is being completed and submitted as required.
- Limited support may be provided to the Areas wildfire suppression efforts where participation does not conflict with the detection program.

DESW	Job Title	Classification	Schedule
1	Warehouse Assistant - Stockkeeper	Operational Services 3	5 days on 2 days off

**Essential Service Work Functions**

- Receive and process incoming inventory efficiently and accurately.
- Ship inventory in a timely and efficient manner.
- Store and managing inventory effectively.
- Maintenance of facilities.
- Participate in incident deployment in the supply or service functions.
- Certified to operate a forklift.

DESW	Job Title	Classification	Schedule
12	Unit Crew Member	Natural Resources 2	***Required during Fire Season only 15 days on, 6 days off

**Essential Service Work Functions**

- Performs suppression activities on wildfires
- Keep assigned equipment serviceable, organized and fire ready
- Participate in regular proficiency training and document activities in the log book
- Be prepared for fire export at all times.
- Maintains a state of readiness and conduct work in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.

DESW	Job Title	Classification	Schedule
1	Unit Crew Leader	Natural Resources 4	***Required during Fire Season only 15 days on, 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Performs and directs suppression activities on wildfires</li> <li>• Keep assigned equipment serviceable, organized and fire ready</li> <li>• Participate in regular proficiency training and document activities in the log book</li> <li>• Be prepared for fire export at all times</li> <li>• Ensure the crew maintains a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.</li> <li>• Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.</li> <li>• Supervises and assigns functional work to sub leaders.</li> <li>• Ensure compliance to operating and safety Standard Operating Practices.</li> </ul>			

DESW	Job Title	Classification	Schedule
4	Unit Crew Sub-Leader	Natural Resources 3	***Required during Fire Season only 15 days on, 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Performs and directs suppression of assigned member on activities on wildfires</li> <li>• Keep assigned equipment serviceable, organized and fire ready</li> <li>• Participate in regular proficiency training and document activities in the log book</li> <li>• Be prepared for fire export at all times</li> <li>• Ensure them and crew members maintain a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.</li> <li>• Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Warehouse Support	Operational Services 2	***Required during Fire Season only Casual 3 days/week
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide supplies to Camps and satellite offices</li> <li>• Prepare warehouse resource orders for shipment</li> <li>• Inspect and inventory equipment being returned to the warehouse</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Warehouse Support	Operational Services 2	***Required during Fire Season only 5-2 Monday -Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide supplies to Camps and satellite offices</li> <li>• Prepare warehouse resource orders for shipment</li> <li>• Inspect and inventory equipment being returned to the warehouse</li> <li>• Prepare kits for fireline use</li> <li>• Inspect and do minor service to hand tools.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Warehouse Supervisor	Operational Services 5	5-2 Monday –Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervise and train permanent and seasonal warehouse support</li> <li>• Receive and process incoming inventory efficiently and accurately.</li> <li>• Ship inventory in a timely and efficient manner.</li> <li>• Participate in incident deployment in supply or service functions, include Logistic Section Chief 1 or 2</li> <li>• Store and managing inventory effectively.</li> <li>• Maintenance of facilities.</li> <li>• Ensure all entry into IMIS is accurate and timely</li> <li>• Participate in the provincial equipment group</li> <li>• Ensure all kits and equipment are packed and shipped in accordance to provincial standards.</li> <li>• Certified to operate a forklift</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Admin Support	Administrative Support 2	***Required during Fire Season only 5-2 Monday –Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Timely and accurate entry of data into various wildfire computer systems.</li> <li>• Assist with administration of emergency crews.</li> <li>• Compile, review and summarize manpower timesheets data entry for personnel and crew payment.</li> <li>• Photocopying and filing.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Dispatch Supervisor	Administrative Support 5	5-2 Monday –Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Recruit, train and supervise seasonal Wildfire Dispatchers.</li> <li>• Function as a Radio Operator 1 or 2 on an incident deployment.</li> <li>• Maintain a Federal Radio Operators licence.</li> <li>• Ensure all Dispatch and FIREs data entry is captured and accurate.</li> <li>• Hire local Area based aircraft as requested and approved by the Area Duty Officer.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Logistics Coordinator	Administrative Support 5	5-2 Monday – Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Manage the logistics function by providing technical support and assistance to the Wildfire Management Area Duty Officer and direct Logistics Support staff.</li> <li>• Co-ordinate, process and track requests for equipment, services and manpower as directed by the Duty Officer.</li> <li>• Responsible to recruit, supervise, train and audit seasonal Logistics Support staff within the Wildfire Management Area.</li> <li>• Audit all applicable wildfire logistics decision support systems.</li> <li>• Cover senior dispatcher responsibilities.</li> <li>• During the off-season, assistance will be provided in the administration workload for the area in processing equipment tickets, equipment rate entry, and contract administration.</li> <li>• Support will also be given to the local warehouse in the off season to support administrative workload and other requirements at the local area warehouse as required.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Management Specialist	Natural Resources 8	5-2 Monday – Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Plan and integrate strategies with the aim of integrating wildfire into land and resource management within the Wildfire Management area.</li> <li>Senior technical specialist providing support and services to achieve wildfire mitigation, response, preparedness, and recovery.</li> <li>Support a variety of wildfire management approaches to achieve landscape-level forest and land management objectives.</li> <li>Influence wildfire management planning, vegetation management, prescribed fire, wildfire use, and integrated planning activities.</li> <li>Provide real-time Fire Behaviour Analyst and strategic wildfire management services.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Operations Officer	Natural Resources 8	5-2 Monday – Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Monitor strategy, tactics, and policy adherence to the Forest Area pre-suppression and suppression preparedness activities and the Strategic Wildfire Management Plan.</li> <li>Provide leadership and/or participate on special provincial Incident Command Teams in an effort to contain and suppress escaped wildfires.</li> <li>Provide leadership and/or participate in Wildfire Assessments/Audits and after action Reviews.</li> <li>Respond to Ministerial Orders and represent departmental interests in dealing with local and provincial wildfire issues.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Operations Prevention Officer	Natural Resources 8	5-2 Monday – Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Conduct impartial investigation of complex, multi-faceted wildfire starts according to legislation, established protocols and national investigation standards.</li> <li>Facilitates regulatory action for the recovery of human caused firefighting costs and prosecutions.</li> <li>Provide accurate information for the court and administrative proceedings.</li> <li>Establish and enforce wildfire advisories, restriction, fire bans and Forest Closures.</li> </ul>			

DESW	Job Title	Classification	Schedule
5	Wildfire Ranger	Natural Resources 6	5-2 Monday – Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Support the pre-suppression, and suppression components of the Wildfire Management program by fulfilling regular scheduled shifts as an Area response officer.</li> <li>Actively carries out a variety of roles to assist with the suppression of wildfires within the Area and Province as required.</li> <li>Assists with the Area Detection program.</li> <li>Assist in the preparation and management of Wildfire Operations.</li> <li>Participate in the delivery of the Enforcement component of the Prevention Program.</li> <li>Participate in the Education component of Wildfire Prevention.</li> <li>Ensure records are maintained in a timely and efficient manner and awareness of provincial policies and procedures are followed.</li> </ul>			

DESW	Job Title	Classification	Schedule
4	Wildfire Technologist	Natural Resources 7	5-2 Monday – Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Coordinate the operational delivery of the detection component of the Wildfire Management program in the Forest Areas to ensure that detection activities meet or exceed provincial standards.</li> <li>• Function as an Area Duty Officer on a rotational basis coordinate pre-suppression activities according to the Wildfire Management Standard Operating Procedures and Wildfire Business Rules.</li> <li>• Ensure all staff assigned to the position follows the safety program for the Forest Area.</li> <li>• Provide leadership to and participate on Provincial Incident Command Teams according to certification in an effort to contain and suppress escaped wildfires.</li> <li>• Supervision of staff within the Forest Area to ensure the timely, effective, efficient and safe response to all wildfires and to ensure the Wildfire Management branch standards and performance measures are met or exceeded.</li> </ul>			

LOCATION: FOOTNER LAKE

DESW	Job Title	Classification	Schedule
1	Area Information Coordinator	Program Services 3	5-2 Monday – Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide HubSpot hazard and fire activity updates for local area</li> <li>• Provide local media with hazard and wildfire activity updates, including approved interviews</li> <li>• Participate on the Incident Management Team as the Information Officer</li> <li>• Provide crisis communication for the Area at kiosks or town hall meetings</li> <li>• Prepare social media updates for wildfire activities and hazard</li> <li>• Provide other Public Safety messaging for all hazard risk or events as assigned.</li> </ul>			

DESW	Job Title	Classification	Schedule
4	Airtanker Base Loaderman	Natural Resources 2	***Required during Fire Season only 10 days on -4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure PPE is maintained and worn for airtanker loading</li> <li>• Load airtankers as directed following the prescribed safe loading procedures</li> <li>• Ensure loading area and storage areas are maintained in a high state of readiness and actions will meet prescribe alerts</li> <li>• Assist in maintaining and cleaning of all Airtanker Base buildings</li> <li>• Ensure tools are stored properly</li> <li>• Ensure safe working procedures when using all hand held and power tools at the base.</li> <li>• Liaison with aircrew and Aircraft Maintenance Engineers to ensure safety and operational issues are addressed and remedied</li> <li>• In the absence of the Airtanker Base Supervisor conduct site safety briefings</li> <li>• Assist in the monitor and tracking of water, fuel, oil, foam and retardant</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Airtanker Base Supervisor	Natural Resources 3	***Required during Fire Season only 10 days on -4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for safe and efficient operation of Airtanker Base.</li> <li>• Facilitates the fuelling, dispatching and loading of the province's air tanker fleet in the suppression of</li> </ul>			

wildfires.

- Responsible to maintain inventories of fuel, retardant, and water.
- Supervision of contract loader personnel.

DESW	Job Title	Classification	Schedule
3	Camp Supervisor	Maintenance Service Worker 2	***Required during Fire Season only 10 days on -4 days off

**Essential Service Work Functions**

- Ensures camp is maintained in a safe and functional condition.
- Assigns rooms to incoming resources.
- Coordinates meal numbers with the Catering contractor.
- Ensures water and septic services are schedule to keep the camp operating.
- Reports major maintenance issues to the Duty Officer.
- Ensures camp cleaning services are delivered as per the contract.
- Resolves conflicts to the best of his or her ability.
- Documents and reports infraction of the contracts or camp rules (alcohol use, illegal drugs, in appropriate behaviours).

DESW	Job Title	Classification	Schedule
1	Detection Aide	Natural Resources 3	***Required during Fire Season only 5-2 Monday –Friday

**Essential Service Work Functions**

- In consultation with the supervisor, set up a spare lookout schedule with lookout staff for the season.
- Fill the role of Lookout Observer when the designated seasonal employee for the lookout cannot fulfill his/her duties or requires time off. While in this role, carry out all regular lookout duties.
- Submit aircraft request for servicing through the Areas Wildfire Dispatch Supervisor.
- Document, inventory, and report all the identified maintenance and repairs required at each lookout facility.
- Carry out fixed wing patrols as assigned by the Area Duty Officer.
- Assist in the spring opening and fall closure of the all the lookouts in the Area.
- As directed by the supervisor, ensure that all lookout documentation is being completed and submitted as required.
- Limited support may be provided to the Areas wildfire suppression efforts where participation does not conflict with the detection program.

DESW	Job Title	Classification	Schedule
5	Fire Guardian	Natural Resources 3	***Required during Fire Season only 5-2 Monday –Friday

**Essential Service Work Functions**

- Issue fire permits in the assigned communities
- Upon request, solicit from the communities the required number of qualified for a Wildfire Crew request(s)
- Assist in fitness testing local Wildland Fire Fighters
- Liaison with the community to raise concerns and opportunities for fire fighters

DESW	Job Title	Classification	Schedule
18	Helitack Crew Member	Natural Resources 2	***Required during Fire Season only 15 days on-6 days off

**Essential Service Work Functions**

- Performs suppression activities on wildfires
- Keep assigned equipment serviceable, organized and fire ready



- Participate in regular proficiency training and document activities in the log book
- Be prepared for fire export at all times.
- Maintains a state of readiness and conduct work in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.

DESW	Job Title	Classification	Schedule
18	Helitack Leader	Natural Resources 3	***Required during Fire Season only 15 days on-6 days off

#### Essential Service Work Functions

- Performs and directs suppression activities on wildfires.
- Keep assigned equipment serviceable, organized and fire ready.
- Participate in regular proficiency training and document activities in the log book.
- Be prepared for fire export at all times.
- Ensure the crew maintains a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.

DESW	Job Title	Classification	Schedule
2	Logistics Coordinator	Administrative Support 3	***Required during Fire Season only 10 days on -4 days off

#### Essential Service Work Functions

- Manage the logistics function by providing technical support and assistance to the Wildfire Management Area Duty Officer and direct Logistics Support staff.
- Co-ordinate, process and track requests for equipment, services and manpower as directed by the Duty Officer.
- Responsible to recruit, supervise, train and audit seasonal Logistics Support staff within the Wildfire Management Area.
- Audit all applicable wildfire logistics decision support systems.
- Cover senior dispatcher responsibilities.
- During the off-season, assistance will be provided in the administration workload for the area in processing equipment tickets, equipment rate entry, and contract administration.
- Support will also be given to the local warehouse in the off season to support administrative workload and other requirements at the local area warehouse as required.

DESW	Job Title	Classification	Schedule
13	Lookout Observer	Lookout 1	***Required during Fire Season only 24 hours 7 days a week

#### Essential Service Work Functions

- Provide early detection and accurate reporting of all potential smoke and fire within the lookout visible area. Continuous observation on the progress and behaviour of the smoke or fire until fire control personnel arrive at the fire location is also required.
- Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins by radio with the Forest Area office at scheduled times.
- Record and report all unauthorized smoke or smokes by radio to the area.
- Record and report all observed lightning storms and strikes to the area.
- Monitor authorized fires which are under permit.
- Maintain a Fire Permit Register and update as new permit locations are received and old permits expire.



- Check and record weather readings at least twice daily and report to the Forest Area Headquarters. During an ongoing fire, recording and reporting weather on an hourly basis.
- Act as a communications relay between fire camps, field staff, aircraft, etc., as required.
- Maintain a station log of all radio transmissions.
- Maintain the buildings and facilities in safe working order at all times.
- Report unsafe equipment to the duty officer.

**Terms and Conditions**

- Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy

DESW	Job Title	Classification	Schedule
2	Manup Supervisor	Natural Resources 4	***Required during Fire Season only 10 days on - 4 days off

**Essential Service Work Functions**

- Responsible to directly supervise seasonal wildfire crew during pre-suppression and suppression activities.
- Obtain daily project or wildfire assignments complemented with a safety briefing to address all anticipated working conditions and potential hazards to ensure worker safety under your supervision.
- Deploy to an incident in the role assigned.
- Act as a mentor and trainer to enhance wildfire crew knowledge base, skills and abilities.
- Effectively communicate with the Duty Officer and wildfire crew to effectively complete tasks and assignments in a safe and timely manner.
- Complete all administrative duties with accuracy and meet deadlines.
- Complete all operations in accordance with departmental policy and standard operating practices, Occupational Health and Safety Acts and Regulations and financial policy and business rules.
- Participating in supporting the Wildfire Detection and Wildfire Prevention programs.

DESW	Job Title	Classification	Schedule
1	Data Entry Receptionist	Administrative Support 2	***Required during Fire Season only 5-2 Monday - Friday

**Essential Service Work Functions**

- Timely and accurate entry of data into various wildfire computer systems.
- Assist with administration of emergency crews.
- Compile, review and summarize manpower timesheets.
- Time entry for staff and crews for payment.
- Photocopying and filing.

DESW	Job Title	Classification	Schedule
1	Stockkeeper	Operational Services 2	***Required during Fire Season only 5-2 Monday -Friday

**Essential Service Work Functions**

- Receive and process incoming inventory efficiently and accurately.
- Ship inventory in a timely and efficient manner.
- Store and managing inventory effectively.
- Maintenance of facilities.
- Participate in incident deployment in the supply or service functions.
- Certified to operate a forklift.

DESW	Job Title	Classification	Schedule
1	Warehouse Assistant - Stockkeeper	Operational Services 3	5-2 Monday -Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Receive and process incoming inventory efficiently and accurately.</li> <li>• Ship inventory in a timely and efficient manner.</li> <li>• Store and managing inventory effectively.</li> <li>• Maintenance of facilities.</li> <li>• Participate in incident deployment in the supply or service functions.</li> <li>• Certified to operate a forklift.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Warehouse Supervisor	Operational Services 5	5-2 Monday -Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervise and train permanent and seasonal warehouse support</li> <li>• Receive and process incoming inventory efficiently and accurately.</li> <li>• Ship inventory in a timely and efficient manner.</li> <li>• Participate in incident deployment in supply or service functions, include Logistic Section Chief 1 or 2.</li> <li>• Store and managing inventory effectively.</li> <li>• Maintenance of facilities.</li> <li>• Ensure all entry into IMIS is accurate and timely.</li> <li>• Participate in the provincial equipment group.</li> <li>• Ensure all kits and equipment are packed and shipped in accordance to provincial standards.</li> <li>• Certified to operate a forklift.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Wildfire Data Entry	Administrative Support 2	***Required during Fire Season only 5-2 Monday -Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Timely and accurate entry of data into various wildfire computer systems.</li> <li>• Assist with administration of emergency crews.</li> <li>• Compile, review and summarize manpower timesheets.</li> <li>• Photocopying and filing.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Dispatch Supervisor	Administrative Support 5	5-2 Monday -Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Recruit, train and supervise seasonal Wildfire Dispatchers.</li> <li>• Function as a Radio Operator 1 or 2 on an incident deployment.</li> <li>• Maintain a Federal Radio Operators licence.</li> <li>• Ensure all Dispatch and FIREs data entry is captured and accurate.</li> <li>• Hire local Area based aircraft as requested and approved by the Area Duty Officer.</li> </ul>			

DESW	Job Title	Classification	Schedule
5	Wildfire Dispatcher	Administrative Support 3	***Required during Fire Season only 7days on 3 days off, 7days on 4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Maintain an accurate E-log for all activities while on Duty.</li> </ul>			

- Maintain data entry within the FIREs and Dispatch program as required.
- Dispatch resource as requested by the Duty Officer or Senior Dispatcher.
- Hire aircraft as directed using the standard criteria, documentation and protocols.
- Participate on incident management teams as request in the Role of a Radio Operator – locally or for export outside the Forest Area.
- Track all resource check in times and frequencies, follow SOPs for any late or overdue check ins, including lookout tower check ins and schedules.
- Assist in on the job training for new dispatcher.
- Provide orientation for dispatchers imported to assist from other Forest Areas.
- Monitor Dispatch and FIREs to maintain situational awareness of local activity.
- Provide the Airtanker Base with dispatch information for local airtanker dispatches.
- Invoke emergency procedure for distress calls (e.g. Aircraft Mayday or lookout threats).

DESW	Job Title	Classification	Schedule
1	Wildfire Investigator	Natural Resources 7	5-2 Monday -Friday

**Essential Service Work Functions**

- Investigation of wildfires and other emergencies for cause and origin, for civil litigations and/or criminal prosecutions.
- Responsible to deliver wildfire enforcement activities as needed during fire bans and forest closures.
- Responsible for supporting the wildfire investigations program by conducting wildfire investigations on a provincial level.
- Assist with the development of investigation procedures, research new initiatives and technologies for wildfire investigations, forensics, photography and documentation.
- Support deployment of fire advisories, restrictions, bans and closures related to public safety.
- Support prevention wildfire response in managing area prevention and response during wildfires and in pre-suppression including compliance and enforcement activities.
- A resource that can be deployed on wildfire and other emergencies in province and out-of-province.

DESW	Job Title	Classification	Schedule
1	Wildfire Management Specialist	Natural Resources 8	5-2 Monday - Friday

**Essential Service Work Functions**

- Plan and integrate strategies with the aim of integrating wildfire into land and resource management within the Wildfire Management area.
- Senior technical specialist providing support and services to achieve wildfire mitigation, response, preparedness, and recovery.
- Support a variety of wildfire management approaches to achieve landscape-level forest and land management objectives.
- Influence wildfire management planning, vegetation management, prescribed fire, wildfire use, and integrated planning activities.
- Provide real-time Fire Behaviour Analyst and strategic wildfire management services.

DESW	Job Title	Classification	Schedule
1	Wildfire Operations Officer	Natural Resources 8	5-2 Monday - Friday

**Essential Service Work Functions**

- Monitor strategy, tactics, and policy adherence to the Forest Area pre-suppression and suppression preparedness activities and the Strategic Wildfire Management Plan.
- Provide leadership and/or participate on special provincial Incident Command Teams in an effort to contain and suppress escaped wildfires.

- Provide leadership and/or participate in Wildfire Assessments/Audits and after action Reviews.
- Respond to Ministerial Orders and represent departmental interests in dealing with local and provincial wildfire issues.

DESW	Job Title	Classification	Schedule
1	Wildfire Prevention Officer	Natural Resources 8	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Conduct impartial investigation of complex, multi-faceted wildfire starts according to legislation, established protocols and national investigation standards.</li> <li>• Facilitates regulatory action for the recovery of human caused firefighting costs and prosecutions.</li> <li>• Provide accurate information for the court and administrative proceedings.</li> <li>• Establish and enforce wildfire advisories, restriction, fire bans and Forest Closures.</li> </ul>			

DESW	Job Title	Classification	Schedule
6	Wildfire Ranger	Natural Resources 5	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Support the pre-suppression, and suppression components of the Wildfire Management program by fulfilling regular scheduled shifts as an Area response officer.</li> <li>• Actively carries out a variety of roles to assist with the suppression of wildfires within the Area and Province as required.</li> <li>• Assists with the Area Detection program.</li> <li>• Assist in the preparation and management of Wildfire Operations.</li> <li>• Participate in the delivery of the Enforcement component of the Prevention Program.</li> <li>• Participate in the Education component of Wildfire Prevention.</li> <li>• Ensure records are maintained in a timely and efficient manner and awareness of provincial policies and procedures are followed.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Ranger	Natural Resources 6	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Support the pre-suppression, and suppression components of the Wildfire Management program by fulfilling regular scheduled shifts as an Area response officer.</li> <li>• Actively carries out a variety of roles to assist with the suppression of wildfires within the Area and Province as required.</li> <li>• Assists with the Area Detection program.</li> <li>• Assist in the preparation and management of Wildfire Operations.</li> <li>• Participate in the delivery of the Enforcement component of the Prevention Program.</li> <li>• Participate in the Education component of Wildfire Prevention.</li> <li>• Ensure records are maintained in a timely and efficient manner and awareness of provincial policies and procedures are followed.</li> </ul>			

DESW	Job Title	Classification	Schedule
4	Wildfire Technologist	Natural Resources 7	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Coordinate the operational delivery of the detection component of the Wildfire Management program in the Forest Areas to ensure that detection activities meet or exceed provincial standards.</li> <li>• Function as an Area Duty Officer on a rotational basis coordinate pre-suppression activities according to the Wildfire Management Standard Operating Procedures and Wildfire Business Rules.</li> <li>• Ensure all staff assigned to the position follows the safety program for the Forest Area.</li> </ul>			

- Provide leadership to and participate on Provincial Incident Command Teams according to certification in an effort to contain and suppress escaped wildfires.
- Supervision of staff within the Forest Area to ensure the timely, effective, efficient and safe response to all wildfires and to ensure the Wildfire Management branch standards and performance measures are met or exceeded.

**LOCATION: FORT ASSINIBOINE**

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
3	Lookout Observer	Lookout 1	***Required during Fire Season only 24 hours, 7 days a week

**Essential Service Work Functions**

- Provide early detection and accurate reporting of all potential smoke and fire within the lookout visible area. Continuous observation on the progress and behaviour of the smoke or fire until fire control personnel arrive at the fire location is also required.
- Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins by radio with the Forest Area office at scheduled times.
- Record and report all unauthorized smoke or smokes by radio to the area.
- Record and report all observed lightning storms and strikes to the area.
- Monitor authorized fires which are under permit.
- Maintain a Fire Permit Register and update as new permit locations are received and old permits expire.
- Check and record weather readings at least twice daily and report to the Forest Area Headquarters. During an ongoing fire, recording and reporting weather on an hourly basis.
- Act as a communications relay between fire camps, field staff, aircraft, etc., as required.
- Maintain a station log of all radio transmissions.
- Perform routine maintenance work on the lookout buildings, equipment and to the site itself.
- Maintain the buildings and facilities in a neat, clean, and orderly manner at all times.

**Terms and Conditions**

- Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy

**LOCATION: FORT CHIPEWYAN**

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
3	Cook I	Cook 1	***Required during Fire Season only 10 days on - 4 days off

**Essential Service Work Functions**

- Cooks food and supervises kitchen helpers
- Food is served to participants attending essential fire crews and resources

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
3	Cook II	Cook 2	***Required during Fire Season only 10 days on - 4 days off

**Essential Service Work Functions**

- Cooks food and supervises Cook 1's during busier times.
- Supervises and direct Cook 1  
Food is served to participants attending essential fire crews and resources

DESW	Job Title	Classification	Schedule
1	Camp Supervisor	Operational Services 2	***Required during Fire Season only 5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Ensures camp is maintained in a safe and functional condition.</li> <li>Assigns rooms to incoming resources.</li> <li>Coordinates meal numbers with the Catering contractor.</li> <li>Ensures water and septic services are schedule to keep the camp operating.</li> <li>Reports major maintenance issues to the Duty Officer.</li> <li>Ensures camp cleaning services are delivered as per the contract.</li> <li>Resolves conflicts to the best of his or her ability.</li> <li>Documents and reports infraction of the contracts or camp rules (alcohol use, illegal drugs, in appropriate behaviours).</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Administrative Support	Administrative Support 3	***Required during Fire Season only 5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Receptionist for local Wildfire Office.</li> <li>Gathers local manpower and equipment timesheets and camp meals sheet.</li> <li>Time entry into FIRES.</li> <li>Coordinates logistics orders for the camp.</li> </ul>			

LOCATION: FORT MCMURRAY

DESW	Job Title	Classification	Schedule
1	Area Information Coordinator	Program Services 3	***Required during Fire Season only 5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Provide HubSpot hazard and fire activity updates for local area.</li> <li>Provide local media with hazard and wildfire activity updates, including approved interviews.</li> <li>Participate on the Incident Management Team as the Information Officer.</li> <li>Provide crisis communication for the Area at kiosks or town hall meetings.</li> <li>Prepare social media updates for wildfire activities and hazard.</li> <li>Provide other Public Safety messaging for all hazard risk or events as assigned.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Airtanker Base Loaderman	Natural Resources 2	***Required during Fire Season only 10 days on - 4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Ensure personal protective equipment is maintained and worn for airtanker loading</li> <li>Load airtankers as directed following the prescribed safe loading procedures</li> <li>Ensure loading area and storage areas are maintained in a high state of readiness and actions will meet prescribe alerts.</li> <li>Assist in maintaining and cleaning of all Airtanker Base buildings.</li> <li>Ensure tools are stored properly.</li> <li>Ensure safe working procedures hen using all hand held and power tools at the base.</li> <li>Liaison with aircrew and Aircraft Maintenance Engineers to ensure safety and operational issues are addressed and remedied.</li> <li>In the absence of the Airtanker Base Supervisor conduct site safety briefings.</li> </ul>			

- Assist in the monitor and tracking of water, fuel, oil, foam and retardant.

DESW	Job Title	Classification	Schedule
2	Airtanker Base Supervisor	Natural Resources 3	***Required during Fire Season only 10 days on - 4 days off

#### Essential Service Work Functions

- Responsible for safe and efficient operation of Airtanker Base.
- Facilitates the fuelling, dispatching and loading of the province's air tanker fleet in the suppression of wildfires.
- Responsible to maintain inventories of fuel, retardant, and water.
- Supervision of contract loader personnel.

DESW	Job Title	Classification	Schedule
3	Camp Supervisor	Maintenance Service Worker 2	***Required during Fire Season only 15 days on 6 days off

#### Essential Service Work Functions

- Ensures camp is maintained in a safe and functional condition.
- Assigns rooms to incoming resources.
- Coordinates meal numbers with the Catering contractor.
- Ensures water and septic services are schedule to keep the camp operating.
- Reports major maintenance issues to the Duty Officer.
- Ensures camp cleaning services are delivered as per the contract.
- Resolves conflicts to the best of his or her ability.
- Documents and reports infraction of the contracts or camp rules (alcohol use, illegal drugs, in appropriate behaviours).

DESW	Job Title	Classification	Schedule
1	Data Entry	Administrative Support 3	***Required during Fire Season only 5-2 Monday - Friday

#### Essential Service Work Functions

- Timely and accurate entry of data into various wildfire computer systems.
- Assist with administration of emergency crews.
- Compile, review and summarize manpower timesheets.
- Photocopying and filing.

DESW	Job Title	Classification	Schedule
2	Detection Aide	Natural Resources 3	***Required during Fire Season only 5-2 Monday - Friday

#### Essential Service Work Functions

- In consultation with the supervisor, set up a spare lookout schedule with lookout staff for the season.
- Fill the role of Lookout Observer when the designated seasonal employee for the lookout cannot fulfill his/her duties or requires time off. While in this role, carry out all regular lookout duties.
- Submit aircraft request for servicing through the Areas Wildfire Dispatch Supervisor.
- Document, inventory, and report all the identified maintenance and repairs required at eat lookout facility.
- Carry out fixed wing patrols as assigned by the Area Duty Officer.
- Assist in the spring opening and fall closure of the all the lookouts in the Area.
- As directed by the supervisor, ensure that all lookout documentation is being completed and submitted as required.
- Limited support may be provided to the Areas wildfire suppression efforts where participation does



not conflict with the detection program.

DESW	Job Title	Classification	Schedule
5	Dispatcher	Administrative Support 3	***Required during Fire Season only 10 days on - 4 days off

**Essential Service Work Functions**

- Maintain an accurate E-log for all activities while on duty.
- Maintain data entry within the FIREs and Dispatch program as required.
- Dispatch resource as requested by the Duty Officer or Senior Dispatcher.
- Hire aircraft as directed using the standard criteria , documentation and protocols.
- Participate on incident management teams as request in the Role of a Radio Operator – locally of for export outside the Forest Area.
- Track all resource check in times and frequencies, follow SOPs for any late or overdue check ins, including lookout tower check ins and schedules.
- Assist in on the job training for new dispatcher.
- Provide orientation for dispatchers imported to assist from other Forest Areas.
- Monitor Dispatch and FIREs to maintain situational awareness of local activity.
- Provide the Airtanker Base with dispatch information for local airtanker dispatches.
- Invoke emergency procedure for distress calls (e.g. Aircraft Mayday or lookout threats).

DESW	Job Title	Classification	Schedule
18	Helitack Crew Member	Natural Resources 2	***Required during Fire Season only 15 days on 6 days off

**Essential Service Work Functions**

- Performs suppression activities on wildfires.
- Keep assigned equipment serviceable, organized and fire ready.
- Participate in regular proficiency training and document activities in the log book.
- Be prepared for fire export at all times.
- Maintains a state of readiness and conduct work in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.

DESW	Job Title	Classification	Schedule
6	Hellitack Leader	Natural Resources 3	***Required during Fire Season only 15 days on 6 days off

**Essential Service Work Functions**

- Performs and directs suppression activities on wildfires.
- Keep assigned equipment serviceable, organized and fire ready.
- Participate in regular proficiency training and document activities in the log book.
- Be prepared for fire export at all times.
- Ensure the crew maintains a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.

DESW	Job Title	Classification	Schedule
2	Logistics Assistant	Administrative Support 3	***Required during Fire Season only 5-2 Monday - Friday

**Essential Service Work Functions**

- Hire and track equipment resource hire in the area.



- Work with Camp Supervisors to ensure camps are prepared for incoming resources.
- Track contract issues with catering contracts.
- Maintain FIREs entry for all equipment hires and track their deployments and assignments.
- Provide relief for Logistic Coordinator on days off.
- Deploy to an incident to support in the logistic functions (supply or service).

DESW	Job Title	Classification	Schedule
13	Lookout Observer	Lookout 1	***Required during Fire Season only 24 hours/7days a week

#### Essential Service Work Functions

- Provide early detection and accurate reporting of all potential smoke and fire within the lookout visible area. Continuous observation on the progress and behaviour of the smoke or fire until fire control personnel arrive at the fire location is also required.
- Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins by radio with the Forest Area office at scheduled times.
- Record and report all unauthorized smoke or smokes by radio to the area.
- Record and report all observed lightning storms and strikes to the area.
- Monitor authorized fires which are under permit.
- Maintain a Fire Permit Register and update as new permit locations are received and old permits expire.
- Check and record weather readings at least twice daily and report to the Forest Area Headquarters. During an ongoing fire, recording and reporting weather on an hourly basis.
- Act as a communications relay between fire camps, field staff, aircraft, etc., as required.
- Maintain a station log of all radio transmissions.
- Maintain the buildings and facilities in safe working order at all times.
- Report unsafe equipment to the duty officer.

#### Terms and Conditions

- Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy

DESW	Job Title	Classification	Schedule
1	Warehouse Support	Operational Services 2	***Required during Fire Season only 5-2 Monday- Friday

#### Essential Service Work Functions

- Provide supplies to Camps and satellite offices.
- Prepare warehouse resource orders for shipment.
- Inspect and inventory equipment being returned to the warehouse.

DESW	Job Title	Classification	Schedule
2	Manup Supervisor	Natural Resources 4	***Required during Fire Season only 10 days on - 4 days off

#### Essential Service Work Functions

- Responsible to directly supervise seasonal wildfire crew (WFC) during pre-suppression and suppression activities.
- Obtain daily project or wildfire assignments complemented with a safety briefing to address all anticipated working conditions and potential hazards to ensure worker safety under your supervision.
- Deploy to an incident in the role assigned.
- Act as a mentor and trainer to enhance wildfire crew knowledge base, skills and abilities.
- Effectively communicate with the Duty Officer and wildfire crew to effectively complete tasks and assignments in a safe and timely manner.
- Complete all administrative duties with accuracy and meet deadlines.

- Complete all operations in accordance with departmental policy and standard operating practices, Occupational Health and Safety Acts and Regulations and financial policy and business rules.
- Participating in supporting the Wildfire Detection and Wildfire Prevention programs.

DESW	Job Title	Classification	Schedule
1	Wildfire Ranger	Natural Resources 5	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Support the pre-suppression, and suppression components of the Wildfire Management program by fulfilling regular scheduled shifts as an Area response officer.</li> <li>• Actively carries out a variety of roles to assist with the suppression of wildfires within the Area and Province as required.</li> <li>• Assists with the Area Detection program.</li> <li>• Assist in the preparation and management of Wildfire Operations.</li> <li>• Participate in the delivery of the Enforcement component of the Prevention Program.</li> <li>• Participate in the Education component of Wildfire Prevention.</li> <li>• Ensure records are maintained in a timely and efficient manner and awareness of provincial policies and procedures are followed.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Warehouse Assistant	Operational Services 3	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Receive and process incoming inventory efficiently and accurately.</li> <li>• Ship inventory in a timely and efficient manner.</li> <li>• Store and managing inventory effectively.</li> <li>• Maintenance of facilities.</li> <li>• Participate in incident deployment in the supply or service functions.</li> <li>• Certified to operate a forklift.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Patrolman	Natural Resources 3	***Required during Fire Season only 10 days on - 4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Issuance of fire permits in the Area and ensures the fire site will be safe and not escape fire permit legal land location.</li> <li>• Inspection of permit request sites and approves burning only under safe conditions.</li> <li>• Pass fire permit locations to the lookout observers.</li> <li>• Educate rural residents about safe burning practices and changing hazard conditions through friendly and courteous contact.</li> <li>• Assist the Area with the wildfire prevention activities and make recommendations on improving the prevention program.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Unit Crew Leader	Natural Resources 4	***Required during Fire Season only 15 days on 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Performs and directs suppression activities on wildfires</li> <li>• Keep assigned equipment serviceable, organized and fire ready</li> <li>• Participate in regular proficiency training and document activities in the log book</li> <li>• Be prepared for fire export at all times</li> <li>• Ensure the crew maintains a state of readiness set by the Duty officer and once dispatched suppress all</li> </ul>			

wildfires in a safe and effective manner.

- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.
- Supervises and assigns functional work to sub leaders.
- Ensure compliance to operating and safety standard operating practices.

DESW	Job Title	Classification	Schedule
13	Unit Crew Member	Natural Resources 2	***Required during Fire Season only 15 days on 6 days off

**Essential Service Work Functions**

- Performs suppression activities on wildfires
- Keep assigned equipment serviceable, organized and fire ready
- Participate in regular proficiency training and document activities in the log book
- Be prepared for fire export at all times.
- Maintains a state of readiness and conduct work in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.

DESW	Job Title	Classification	Schedule
5	Unit Crew Subleader	Natural Resources 3	***Required during Fire Season only 15 days on 6 days off

**Essential Service Work Functions**

- Performs and directs suppression of assigned member on activities on wildfires
- Keep assigned equipment serviceable, organized and fire ready
- Participate in regular proficiency training and document activities in the log book
- Be prepared for fire export at all times
- Ensure them and crew members maintain a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.

DESW	Job Title	Classification	Schedule
1	Warehouse Person	Operational Services 2	***Required during Fire Season only 5-2 Monday - Friday

**Essential Service Work Functions**

- Provide supplies to Camps and satellite offices
- Prepare warehouse resource orders for shipment
- Inspect and inventory equipment being returned to the warehouse

DESW	Job Title	Classification	Schedule
1	Warehouse Supervisor	Operational Services 5	5-2 Monday - Friday

**Essential Service Work Functions**

- Supervise and train permanent and seasonal warehouse support
- Receive and process incoming inventory efficiently and accurately.
- Ship inventory in a timely and efficient manner.
- Participate in incident deployment in the supply or service functions, include Logistic Section Chief 1 or 2.
- Store and managing inventory effectively.
- Maintenance of facilities.
- Ensure all entry into IMIS is accurate and timely

- Participate in the provincial equipment group
- Ensure all kits and equipment are packed and shipped in accordance to provincial standards.
- Certified to operate a forklift

DESW	Job Title	Classification	Schedule
1	Wildfire Dispatch Supervisor	Administrative Support 5	5-2 Monday - Friday

**Essential Service Work Functions**

- Recruit, train and supervise seasonal Wildfire Dispatchers
- Function as a Radio Operator 1 or 2 on an incident deployment
- Maintain a Federal Radio Operators licence
- Ensure all Dispatch and FIREs data entry is captured and accurate.
- Hire local Area based aircraft as requested and approved by the Area Duty Officer

DESW	Job Title	Classification	Schedule
1	Wildfire Management Specialist	Natural Resources 7	5-2 Monday - Friday

**Essential Service Work Functions**

- Plan and integrate strategies with the aim of integrating wildfire into land and resource management within the Wildfire Management area.
- Senior technical specialist providing support and services to achieve wildfire mitigation, response, preparedness, and recovery.
- Support a variety of wildfire management approaches to achieve landscape-level forest and land management objectives.
- Influence wildfire management planning, vegetation management, prescribed fire, wildfire use, and integrated planning activities.
- Provide real-time Fire Behaviour Analyst and strategic wildfire management services.

DESW	Job Title	Classification	Schedule
1	Wildfire Operations Officer	Natural Resources 8	5-2 Monday - Friday

**Essential Service Work Functions**

- Monitor strategy, tactics, and policy adherence to the Forest Area pre-suppression and suppression preparedness activities and the Strategic Wildfire Management Plan.
- Provide leadership and/or participate on special provincial Incident Command Teams in an effort to contain and suppress escaped wildfires.
- Provide leadership and/or participate in Wildfire Assessments/Audits and after action Reviews.
- Respond to Ministerial Orders and represent departmental interests in dealing with local and provincial wildfire issues.

DESW	Job Title	Classification	Schedule
1	Wildfire Prevention Officer	Natural Resources 8	5-2 Monday - Friday

**Essential Service Work Functions**

- Conduct impartial investigation of complex, multi-faceted wildfire starts according to legislation, established protocols and national investigation standards.
- Facilitates regulatory action for the recovery of human caused firefighting costs and prosecutions.
- Provide accurate information for the court and administrative proceedings.
- Establish and enforce wildfire advisories, restriction, fire bans and forest closures.

DESW	Job Title	Classification	Schedule
4	Wildfire Ranger	Natural Resources 5	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Support the pre-suppression, and suppression components of the Wildfire Management program by fulfilling regular scheduled shifts as an Area response officer.</li> <li>• Actively carries out a variety of roles to assist with the suppression of wildfires within the Area and Province as required.</li> <li>• Assists with the Area Detection program.</li> <li>• Assist in the preparation and management of Wildfire Operations.</li> <li>• Participate in the delivery of the Enforcement component of the Prevention Program.</li> <li>• Participate in the Education component of Wildfire Prevention.</li> <li>• Ensure records are maintained in a timely and efficient manner and awareness of provincial policies and procedures are followed.</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Wildfire Ranger	Natural Resources 6	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Support the pre-suppression, and suppression components of the Wildfire Management program by fulfilling regular scheduled shifts as an Area response officer.</li> <li>• Actively carries out a variety of roles to assist with the suppression of wildfires within the Area and Province as required.</li> <li>• Assists with the Area Detection program.</li> <li>• Assist in the preparation and management of Wildfire Operations.</li> <li>• Participate in the delivery of the Enforcement component of the Prevention Program.</li> <li>• Participate in the Education component of Wildfire Prevention.</li> <li>• Ensure records are maintained in a timely and efficient manner and awareness of provincial policies and procedures are followed.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Wildfire Technologist	Natural Resources 7	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Coordinate the operational delivery of the detection component of the Wildfire Management program in the Forest Areas to ensure that detection activities meet or exceed provincial standards.</li> <li>• Function as an Area Duty Officer on a rotational basis coordinate pre-suppression activities according to the Wildfire Management Standard Operating Procedures and Wildfire Business Rules.</li> <li>• Ensure all staff assigned to the position follows the safety program for the Forest Area.</li> <li>• Provide leadership to and participate on Provincial Incident Command Teams according to certification in an effort to contain and suppress escaped wildfires.</li> <li>• Supervision of staff within the Forest Area to ensure the timely, effective, efficient and safe response to all wildfires and to ensure the Wildfire Management branch standards and performance measures are met or exceeded.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Wildfire Technologist	Natural Resources 6	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Coordinate the operational delivery of the detection component of the Wildfire Management program in the Forest Areas to ensure that detection activities meet or exceed provincial standards.</li> <li>• Function as an Area Duty Officer on a rotational basis coordinate pre-suppression activities according</li> </ul>			

to the Wildfire Management Standard Operating Procedures and Wildfire Business Rules.

- Ensure all staff assigned to the position follows the safety program for the Forest Area.
- Provide leadership to and participate on Provincial Incident Command Teams according to certification in an effort to contain and suppress escaped wildfires.
- Supervision of staff within the Forest Area to ensure the timely, effective, efficient and safe response to all wildfires and to ensure the Wildfire Management branch standards and performance measures are met or exceeded.

LOCATION: FOX CREEK

DESW	Job Title	Classification	Schedule
1	Camp Supervisor	Maintenance Service worker 2	***Required during Fire Season only 10 days on -4 days off

**Essential Service Work Functions**

- Ensures camp is maintained in a safe and functional condition.
- Assigns rooms to incoming resources.
- Coordinates meal numbers with the Catering contractor.
- Ensures water and septic services are schedule to keep the camp operating.
- Reports major maintenance issues to the Duty Officer.
- Ensures camp cleaning services are delivered as per the contract.
- Resolves conflicts to the best of his or her ability.
- Documents and reports infraction of the contracts or camp rules (alcohol use, illegal drugs, in appropriate behaviours).

DESW	Job Title	Classification	Schedule
3	Lookout Observer	Lookout 1	***Required during Fire Season only 24 hours, 7 days a week

**Essential Service Work Functions**

- Provide early detection and accurate reporting of all potential smoke and fire within the lookout visible area. Continuous observation on the progress and behaviour of the smoke or fire until fire control personnel arrive at the fire location is also required.
- Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins by radio with the Forest Area office at scheduled times.
- Record and report all unauthorized smoke or smokes by radio to the area.
- Record and report all observed lightning storms and strikes to the area.
- Monitor authorized fires which are under permit.
- Maintain a Fire Permit Register and update as new permit locations are received and old permits expire.
- Check and record weather readings at least twice daily and report to the Forest Area Headquarters. During an ongoing fire, recording and reporting weather on an hourly basis.
- Act as a communications relay between fire camps, field staff, aircraft, etc., as required.
- Maintain a station log of all radio transmissions.
- Maintain the buildings and facilities in safe working order at all times.
- Report unsafe equipment to the duty officer.

**Terms and Conditions**

- Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy



LOCATION: GRANDE CACHE

DESW	Job Title	Classification	Schedule
1	Camp Supervisor	Maintenance Service Worker 2	***Required during Fire Season only 10 days on -4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Ensures camp is maintained in a safe and functional condition.</li> <li>Assigns rooms to incoming resources.</li> <li>Coordinates meal numbers with the Catering contractor.</li> <li>Ensures water and septic services are schedule to keep the camp operating.</li> <li>Reports major maintenance issues to the Duty Officer.</li> <li>Ensures camp cleaning services are delivered as per the contract.</li> <li>Resolves conflicts to the best of his or her ability.</li> <li>Documents and reports infraction of the contracts or camp rules (alcohol use, illegal drugs, in appropriate behaviours).</li> </ul>			

DESW	Job Title	Classification	Schedule
4	Lookout Observer	Lookout 1	***Required during Fire Season only 24 hours, 7 days a week
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Please complete not sure of Job description</li> <li>Provide early detection and accurate reporting of all potential smoke and fire within the lookout visible area. Continuous observation on the progress and behaviour of the smoke or fire until fire control personnel arrive at the fire location is also required.</li> <li>Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins by radio with the Forest Area office at scheduled times.</li> <li>Record and report all unauthorized smoke or smokes by radio to the area.</li> <li>Record and report all observed lightning storms and strikes to the area.</li> <li>Monitor authorized fires which are under permit.</li> <li>Maintain a Fire Permit Register and update as new permit locations are received and old permits expire.</li> <li>Check and record weather readings at least twice daily and report to the Forest Area Headquarters. During an ongoing fire, recording and reporting weather on an hourly basis.</li> <li>Act as a communications relay between fire camps, field staff, aircraft, etc., as required.</li> <li>Maintain a station log of all radio transmissions.</li> <li>Maintain the buildings and facilities in safe working order at all times.</li> <li>Report unsafe equipment to the duty officer.</li> </ul>			
<b>Terms and Conditions</b>			
<ul style="list-style-type: none"> <li>Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Ranger	Natural Resources 5	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Support the pre-suppression, and suppression components of the Wildfire Management program by fulfilling regular scheduled shifts as an Area response officer.</li> <li>Actively carries out a variety of roles to assist with the suppression of wildfires within the Area and Province as required.</li> <li>Assists with the Area Detection program.</li> <li>Assist in the preparation and management of Wildfire Operations.</li> <li>Participate in the delivery of the Enforcement component of the Prevention Program.</li> </ul>			

- Participate in the Education component of Wildfire Prevention.
- Ensure records are maintained in a timely and efficient manner and awareness of provincial policies and procedures are followed.

DESW	Job Title	Classification	Schedule
1	Wildfire Technologist	Natural Resources 7	5-2 Monday - Friday

#### Essential Service Work Functions

- Coordinate the operational delivery of the detection component of the Wildfire Management program in the Forest Areas to ensure that detection activities meet or exceed provincial standards.
- Function as an Area Duty Officer on a rotational basis coordinate pre-suppression activities according to the Wildfire Management Standard Operating Procedures and Wildfire Business Rules.
- Ensure all staff assigned to the position follows the safety program for the Forest Area.
- Provide leadership to and participate on Provincial Incident Command Teams according to certification in an effort to contain and suppress escaped wildfires.
- Supervision of staff within the Forest Area to ensure the timely, effective, efficient and safe response to all wildfires and to ensure the Wildfire Management branch standards and performance measures are met or exceeded.

#### LOCATION: GRANDE PRAIRIE

DESW	Job Title	Classification	Schedule
1	Air Attack Officer	Natural Resources 7	***Required during Fire Season only 5-2 Monday - Friday

#### Essential Service Work Functions

- Support the Wildfire Prevention Team by delivering assigned engineering, education and enforcement components of the Forest Protection Program.
- Support the Wild Fire Management Operations Team by delivering assigned detection, pre-suppression and suppression components of the Forest Protection Program.
- Function as an air attack officer throughout the Province by directing and coordinating aerial attack on wildfires.
- Supervise the human resources assigned to ensure that services delivered support the area/ division business goals.
- Provide leadership to and/or participate on Incident Command Teams and Provincial Rosters according to certifications in order to contain and suppress wildfires and carrying out prescribed fires.
- Provide training and instruction courses and workshops within the Area and at the Hinton Training Centre.

DESW	Job Title	Classification	Schedule
1	Area Information Coordinator	Program Services 3	5-2 Monday -Friday

#### Essential Service Work Functions

- Provide HubSpot hazard and fire activity updates for local area.
- Provide local media with hazard and wildfire activity updates, including approved interviews.
- Participate on the Incident Management Team as the Information Officer.
- Provide crisis communication for the Area at kiosks or town hall meetings.
- Prepare social media updates for wildfire activities and hazard.
- Provide other Public Safety messaging for all hazard risk or events as assigned.

DESW	Job Title	Classification	Schedule
2	Airtanker Base Supervisor	Natural Resources 3	***Required during Fire Season only 15 days on -6 days off



**Essential Service Work Functions**

- Responsible for safe and efficient operation of Airtanker Base.
- Facilitates the fuelling, dispatching and loading of the province's air tanker fleet in the suppression of wildfires.
- Responsible to maintain inventories of fuel, retardant, and water.
- Supervision of contract loader personnel.

DESW	Job Title	Classification	Schedule
3	Camp Supervisor	Maintenance Service Worker 2	***Required during Fire Season only 10 days on -4 days off

**Essential Service Work Functions**

- Ensures camp is maintained in a safe and functional condition.
- Assigns rooms to incoming resources.
- Coordinates meal numbers with the Catering contractor.
- Ensures water and septic services are schedule to keep the camp operating.
- Reports major maintenance issues to the Duty Officer.
- Ensures camp cleaning services are delivered as per the contract.
- Resolves conflicts to the best of his or her ability.
- Documents and reports infraction of the contracts or camp rules (alcohol use, illegal drugs, in appropriate behaviours).

DESW	Job Title	Classification	Schedule
2	Data Entry	Administrative Support 3	***Required during Fire Season only 5-2 Monday -Friday

**Essential Service Work Functions**

- Timely and accurate entry of data into various wildfire computer systems.
- Assist with administration of emergency crews.
- Compile, review and summarize manpower timesheets.
- Photocopying and filing.

DESW	Job Title	Classification	Schedule
1	Detection Aide	Natural Resources 3	***Required during Fire Season only 5-2 Monday -Friday

**Essential Service Work Functions**

- In consultation with the supervisor, set up a spare lookout schedule with lookout staff for the season.
- Fill the role of Lookout Observer when the designated seasonal employee for the lookout cannot fulfill his/her duties or requires time off. While in this role, carry out all regular lookout duties.
- Submit aircraft request for servicing through the Areas Wildfire Dispatch Supervisor.
- Document, inventory, and report all the identified maintenance and repairs required at eat lookout facility.
- Carry out fixed wing patrols as assigned by the Area Duty Officer.
- Assist in the spring opening and fall closure of the all the lookouts in the Area.
- As directed by the supervisor, ensure that all lookout documentation is being completed and submitted as required.
- Limited support may be provided to the Areas wildfire suppression efforts where participation does not conflict with the detection program.

DESW	Job Title	Classification	Schedule
3	Wildfire Dispatcher	Administrative Support 3	***Required during Fire Season only 7 days on 3 days off; 7 days on 4 days off

#### Essential Service Work Functions

- Maintain an accurate E-log for all activities while on Duty.
- Maintain data entry within the FIREs and Dispatch program as required.
- Dispatch resource as requested by the Duty Officer or Senior Dispatcher.
- Hire aircraft as directed using the standard criteria, documentation and protocols.
- Participate on incident management teams as request in the Role of a Radio Operator – locally of for export outside the Forest Area.
- Track all resource check in times and frequencies, follow SOPs for any late or overdue check ins, including lookout tower check ins and schedules.
- Assist in on the job training for new dispatcher.
- Provide orientation for dispatchers imported to assist from other Forest Areas.
- Monitor Dispatch and FIREs to maintain situational awareness of local activity.
- Provide the Airtanker Base with dispatch information for local airtanker dispatches.
- Invoke emergency procedure for distress calls (e.g. Aircraft Mayday or lookout threats).

DESW	Job Title	Classification	Schedule
3	Patrolman	Natural Resources 3	***Required during Fire Season only 5-2 Monday-Friday

#### Essential Service Work Functions

- Issuance of fire permits in the Area and ensures the fire site will be safe and not escape fire permit legal land location.
- Inspection of permit request sites and approves burning only under safe conditions.
- Pass fire permit locations to the lookout observers.
- Educate rural residents about safe burning practices and changing hazard conditions through friendly and courteous contact.
- Assist the Area with the wildfire prevention activities and make recommendations on improving the prevention program.

DESW	Job Title	Classification	Schedule
2	Wildfire Technologist	Natural Resources 7	5-2 Monday-Friday

#### Essential Service Work Functions

- Coordinate the operational delivery of the detection component of the Wildfire Management program in the Forest Areas to ensure that detection activities meet or exceed provincial standards.
- Function as an Area Duty Officer on a rotational basis coordinate pre-suppression activities according to the Wildfire Management Standard Operating Procedures and Wildfire Business Rules.
- Ensure all staff assigned to the position follows the safety program for the Forest Area.
- Provide leadership to and participate on Provincial Incident Command Teams according to certification in an effort to contain and suppress escaped wildfires.
- Supervision of staff within the Forest Area to ensure the timely, effective, efficient and safe response to all wildfires and to ensure the Wildfire Management branch standards and performance measures are met or exceeded.

DESW	Job Title	Classification	Schedule
12	Helitack Crew Member	Natural Resources 2	***Required during Fire Season only 15 days on -6 days off

#### Essential Service Work Functions

- Performs suppression activities on wildfires.
- Keep assigned equipment serviceable, organized and fire ready.
- Participate in regular proficiency training and document activities in the log book.
- Be prepared for fire export at all times.
- Maintains a state of readiness and conduct work in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.

DESW	Job Title	Classification	Schedule
4	Helitack Leader	Natural Resources 3	***Required during Fire Season only 15 days on -6 days off

#### Essential Service Work Functions

- Performs and directs suppression activities on wildfires.
- Keep assigned equipment serviceable, organized and fire ready.
- Participate in regular proficiency training and document activities in the log book.
- Be prepared for fire export at all times.
- Ensure the crew maintains a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.

DESW	Job Title	Classification	Schedule
1	Logistics Assistant	Administrative Support 2	***Required during Fire Season only 10 days on - 4 days off

#### Essential Service Work Functions

- Hire and track equipment resource hire in the area.
- Work with Camp Supervisors to ensure camps are prepared for incoming resources.
- Track contract issues with catering contracts.
- Maintain FIREs entry for all equipment hires and track their deployments and assignments.
- Provide relief for Logistic Coordinator on days off.
- Deploy to an incident to support in the logistic functions (supply or service).

DESW	Job Title	Classification	Schedule
1	Logistics Coordinator	Administrative Support 5	10 days on - 4 days off

#### Essential Service Work Functions

- Manage the logistics function by providing technical support and assistance to the Wildfire Management Area Duty Officer and direct Logistics Support staff.
- Co-ordinate, process and track requests for equipment, services and manpower as directed by the Duty Officer.
- Responsible to recruit, supervise, train and audit seasonal Logistics Support staff within the Wildfire Management Area.
- Audit all applicable wildfire logistics decision support systems.
- Cover senior dispatcher responsibilities.
- During the off-season, assistance will be provided in the administration workload for the area in processing equipment tickets, equipment rate entry, and contract administration.

DESW	Job Title	Classification	Schedule
5	Lookout Observer	Lookout 1	***Required during Fire Season only 24 hours, 7 days a week
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Please complete not sure of Job description</li> <li>Provide early detection and accurate reporting of all potential smoke and fire within the lookout visible area. Continuous observation on the progress and behaviour of the smoke or fire until fire control personnel arrive at the fire location is also required.</li> <li>Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins by radio with the Forest Area office at scheduled times.</li> <li>Record and report all unauthorized smoke or smokes by radio to the area.</li> <li>Record and report all observed lightning storms and strikes to the area.</li> <li>Monitor authorized fires which are under permit.</li> <li>Maintain a Fire Permit Register and update as new permit locations are received and old permits expire.</li> <li>Check and record weather readings at least twice daily and report to the Forest Area Headquarters. During an ongoing fire, recording and reporting weather on an hourly basis.</li> <li>Act as a communications relay between fire camps, field staff, aircraft, etc., as required.</li> <li>Maintain a station log of all radio transmissions.</li> <li>Maintain the buildings and facilities in safe working order at all times.</li> <li>Report unsafe equipment to the duty officer</li> </ul>			
<b>Terms and Conditions</b>			
<ul style="list-style-type: none"> <li>Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Manup Supervisor	Natural Resources 4	***Required during Fire Season only 15 days on 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Responsible to directly supervise seasonal wildfire (WFC) during pre-suppression and suppression activities.</li> <li>Obtain daily project or wildfire assignments complemented with a safety briefing to address all anticipated working conditions and potential hazards to ensure worker safety under your supervision.</li> <li>Deploy to an incident in the role assigned.</li> <li>Act as a mentor and trainer to enhance wildfire crew knowledge base, skills and abilities.</li> <li>Effectively communicate with the Duty Officer and wildfire crew to effectively complete tasks and assignments in a safe and timely manner.</li> <li>Complete all administrative duties with accuracy and meet deadlines.</li> <li>Complete all operations in accordance with departmental policy and standard operating practices, Occupational Health and Safety Acts and Regulations and financial policy and business rules.</li> <li>Participating in supporting the Wildfire Detection and Wildfire Prevention programs.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Loaderman	Natural Resources 3	***Required during Fire Season only 15 days on 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Ensure personal protective equipment is maintained and worn for airtanker loading</li> <li>Load airtankers as directed following the prescribed safe loading procedures</li> <li>Ensure loading area and storage areas are maintained in a high state of readiness and actions will meet prescribe alerts</li> </ul>			

- Assist in maintaining and cleaning of all Airtanker Base buildings
- Ensure tools are stored properly
- Ensure safe working procedures when using all hand held and power tools at the base.
- Liaison with aircrew and Aircraft Maintenance Engineers to ensure safety and operational issues are addressed and remedied
- In the absence of the Airtanker Base supervisor conduct site safety briefings
- Assist in the monitor and tracking of water, fuel, oil, foam and retardant

DESW	Job Title	Classification	Schedule
1	Warehouse Assistant	Operational Services 4	5-2 Monday - Friday

**Essential Service Work Functions**

- Receive and process incoming inventory efficiently and accurately.
- Ship inventory in a timely and efficient manner.
- Store and managing inventory effectively.
- Maintenance of facilities.
- Participate in incident deployment in the supply or service functions.
- Certified to operate a forklift.

DESW	Job Title	Classification	Schedule
1	Warehouse Supervisor	Operational Services 5	5-2 Monday - Friday

**Essential Service Work Functions**

- Supervise and train permanent and seasonal warehouse support
- Receive and process incoming inventory efficiently and accurately.
- Ship inventory in a timely and efficient manner.
- Participate in incident deployment in supply or service functions, include Logistic Section Chief 1 or 2
- Store and managing inventory effectively.
- Maintenance of facilities.
- Ensure all entry into IMIS is accurate and timely
- Participate in the provincial equipment group
- Ensure all kits and equipment are packed and shipped in accordance to provincial standards.
- Certified to operate a forklift

DESW	Job Title	Classification	Schedule
1	Unit Crew Leader	Natural Resources 4	***Required during Fire Season only 15 days on 6 days off

**Essential Service Work Functions**

- Performs and directs suppression activities on wildfires
- Keep assigned equipment serviceable, organized and fire ready
- Participate in regular proficiency training and document activities in the log book
- Be prepared for fire export at all times
- Ensure the crew maintains a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.
- Supervises and assigns functional work to sub leaders.
- Ensure compliance to operating and safety Standard Operating Practices

DESW	Job Title	Classification	Schedule
2	Unit Crew Member	Natural Resources 2	***Required during Fire Season only 15 days on 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Performs suppression activities on wildfires</li> <li>• Keep assigned equipment serviceable, organized and fire ready</li> <li>• Participate in regular proficiency training and document activities in the log book</li> <li>• Be prepared for fire export at all times.</li> <li>• Maintains a state of readiness and conduct work in a safe and effective manner.</li> <li>• Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.</li> </ul>			

DESW	Job Title	Classification	Schedule
5	Unit Crew Sub Leader	Natural Resources 3	***Required during Fire Season only 15 days on 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Performs and directs suppression of assigned member on activities on wildfires</li> <li>• Keep assigned equipment serviceable, organized and fire ready</li> <li>• Participate in regular proficiency training and document activities in the log book</li> <li>• Be prepared for fire export at all times</li> <li>• Ensure them and crew members maintain a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.</li> <li>• Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Dispatch Supervisor	Administrative Support 5	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Recruit, train and supervise seasonal Wildfire Dispatchers</li> <li>• Function as a Radio Operator 1 or 2 on an incident deployment</li> <li>• Maintain a Federal Radio Operators licence</li> <li>• Ensure all Dispatch and FIREs data entry is captured and accurate.</li> <li>• Hire local Area based aircraft as requested and approved by the Area Duty Officer</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Management Specialist	Natural Resources 8	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Plan and integrate strategies with the aim of integrating wildfire into land and resource management within the Wildfire Management area.</li> <li>• Senior technical specialist providing support and services to achieve wildfire mitigation, response, preparedness, and recovery.</li> <li>• Support a variety of wildfire management approaches to achieve landscape-level forest and land management objectives.</li> <li>• Influence wildfire management planning, vegetation management, prescribed fire, wildfire use, and integrated planning activities.</li> <li>• Provide real-time Fire Behaviour Analyst and strategic wildfire management services.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Operations Officer	Natural Resources 8	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Monitor strategy, tactics, and policy adherence to the Forest Area pre-suppression and suppression preparedness activities and the Strategic Wildfire Management Plan.</li> <li>• Provide leadership and/or participate on special provincial Incident Command Teams in an effort to contain and suppress escaped wildfires.</li> <li>• Provide leadership and/or participate in Wildfire Assessments/Audits and after action Reviews.</li> <li>• Respond to Ministerial Orders and represent departmental interests in dealing with local and provincial wildfire issues.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Prevention Officer	Natural Resources 8	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Conduct impartial investigation of complex, multi-faceted wildfire starts according to legislation, established protocols and national investigation standards.</li> <li>• Facilitates regulatory action for the recovery of human caused firefighting costs and prosecutions.</li> <li>• Provide accurate information for the court and administrative proceedings.</li> <li>• Establish and enforce wildfire advisories, restriction, fire bans and Forest Closures.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Ranger	Natural Resources 5	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Support the pre-suppression, and suppression components of the Wildfire Management program by fulfilling regular scheduled shifts as an Area response officer.</li> <li>• Actively carries out a variety of roles to assist with the suppression of wildfires within the Area and Province as required.</li> <li>• Assists with the Area Detection program.</li> <li>• Assist in the preparation and management of Wildfire Operations.</li> <li>• Participate in the delivery of the Enforcement component of the Prevention Program.</li> <li>• Participate in the Education component of Wildfire Prevention.</li> <li>• Ensure records are maintained in a timely and efficient manner and awareness of provincial policies and procedures are followed.</li> </ul>			

DESW	Job Title	Classification	Schedule
6	Wildfire Ranger	Natural Resources 6	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Support the pre-suppression, and suppression components of the Wildfire Management program by fulfilling regular scheduled shifts as an Area response officer.</li> <li>• Actively carries out a variety of roles to assist with the suppression of wildfires within the Area and Province as required.</li> <li>• Assists with the Area Detection program.</li> <li>• Assist in the preparation and management of Wildfire Operations.</li> <li>• Participate in the delivery of the Enforcement component of the Prevention Program.</li> <li>• Participate in the Education component of Wildfire Prevention.</li> <li>• Ensure records are maintained in a timely and efficient manner and awareness of provincial policies and procedures are followed.</li> </ul>			



LOCATION: HIGH PRAIRIE

DESW	Job Title	Classification	Schedule
2	Camp Supervisor	Maintenance Service Worker 2	***Required during Fire Season only 10 days on - 4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Ensures camp is maintained in a safe and functional condition.</li> <li>Assigns rooms to incoming resources.</li> <li>Coordinates meal numbers with the Catering contractor.</li> <li>Ensures water and septic services are schedule to keep the camp operating.</li> <li>Reports major maintenance issues to the Duty Officer.</li> <li>Ensures camp cleaning services are delivered as per the contract.</li> <li>Resolves conflicts to the best of his or her ability.</li> <li>Documents and reports infraction of the contracts or camp rules (alcohol use, illegal drugs, in appropriate behaviours).</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Fire Guardian	Natural Resources 3	***Required during Fire Season only 5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Issuance of fire permits in the Area and ensures the fire site will be safe and not escape fire permit legal land location.</li> <li>Inspection of permit request sites and approves burning only under safe conditions.</li> <li>Pass fire permit locations to the lookout observers.</li> <li>Educate rural residents about safe burning practices and changing hazard conditions through friendly and courteous contact.</li> <li>Assist the Area with the wildfire prevention activities and make recommendations on improving the prevention program.</li> </ul>			
DESW	Job Title	Classification	Schedule
12	Helitack Crew Member	Natural Resources 2	***Required during Fire Season only 15 days on 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Performs suppression activities on wildfires.</li> <li>Keep assigned equipment serviceable, organized and fire ready.</li> <li>Participate in regular proficiency training and document activities in the log book.</li> <li>Be prepared for fire export at all times.</li> <li>Maintains a state of readiness and conduct work in a safe and effective manner.</li> <li>Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Helitack Leader	Natural Resources 3	***Required during Fire Season only 15 days on 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Performs and directs suppression activities on wildfires.</li> <li>Keep assigned equipment serviceable, organized and fire ready.</li> <li>Participate in regular proficiency training and document activities in the log book.</li> <li>Be prepared for fire export at all times.</li> <li>Ensure the crew maintains a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.</li> <li>Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.</li> </ul>			



DESW	Job Title	Classification	Schedule
8	Lookout Observer	Lookout 1	***Required during Fire Season only 24 hours, 7 days a week
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide early detection and accurate reporting of all potential smoke and fire within the lookout visible area. Continuous observation on the progress and behaviour of the smoke or fire until fire control personnel arrive at the fire location is also required.</li> <li>• Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins by radio with the Forest Area office at scheduled times.</li> <li>• Record and report all unauthorized smoke or smokes by radio to the area.</li> <li>• Record and report all observed lightning storms and strikes to the area.</li> <li>• Monitor authorized fires which are under permit.</li> <li>• Maintain a Fire Permit Register and update as new permit locations are received and old permits expire.</li> <li>• Check and record weather readings at least twice daily and report to the Forest Area Headquarters. During an ongoing fire, recording and reporting weather on an hourly basis.</li> <li>• Act as a communications relay between fire camps, field staff, aircraft, etc., as required.</li> <li>• Maintain a station log of all radio transmissions.</li> <li>• Maintain the buildings and facilities in safe working order at all times.</li> <li>• Report unsafe equipment to the duty officer.</li> </ul>			
<b>Terms and Conditions</b>			
<ul style="list-style-type: none"> <li>• Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Manup Supervisor	Natural Resources 4	***Required during Fire Season only 10 days on - 4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible to directly supervise seasonal wildfire crew during pre-suppression and suppression activities.</li> <li>• Obtain daily project or wildfire assignments complemented with a safety briefing to address all anticipated working conditions and potential hazards to ensure worker safety under your supervision.</li> <li>• Deploy to an incident in the role assigned.</li> <li>• Act as a mentor and trainer to enhance wildfire crew knowledge base, skills and abilities.</li> <li>• Effectively communicate with the Duty Officer and wildfire crew to effectively complete tasks and assignments in a safe and timely manner.</li> <li>• Complete all administrative duties with accuracy and meet deadlines.</li> <li>• Complete all operations in accordance with departmental policy and standard operating practices, Occupational Health and Safety Acts and Regulations and financial policy and business rules.</li> <li>• Participating in supporting the Wildfire Detection and Wildfire Prevention programs.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Warehouse Operations Services	Operational Services 2	***Required during Fire Season only 5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide supplies to Camps and satellite offices</li> <li>• Prepare warehouse resource orders for shipment</li> <li>• Inspect and inventory equipment being returned to the warehouse</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Management Specialist	Natural Resources 8	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Plan and integrate strategies with the aim of integrating wildfire into land and resource management within the Wildfire Management area.</li> <li>Senior technical specialist providing support and services to achieve wildfire mitigation, response, preparedness, and recovery.</li> <li>Support a variety of wildfire management approaches to achieve landscape-level forest and land management objectives.</li> <li>Influence wildfire management planning, vegetation management, prescribed fire, wildfire use, and integrated planning activities.</li> <li>Provide real-time Fire Behaviour Analyst and strategic wildfire management services.</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Wildfire Ranger	Natural Resources 5	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Support the pre-suppression, and suppression components of the Wildfire Management program by fulfilling regular scheduled shifts as an Area response officer.</li> <li>Actively carries out a variety of roles to assist with the suppression of wildfires within the Area and Province as required.</li> <li>Assists with the Area Detection program.</li> <li>Assist in the preparation and management of Wildfire Operations.</li> <li>Participate in the delivery of the Enforcement component of the Prevention Program.</li> <li>Participate in the Education component of Wildfire Prevention.</li> <li>Ensure records are maintained in a timely and efficient manner and awareness of provincial policies and procedures are followed.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Technologist	Natural Resources 7	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Coordinate the operational delivery of the detection component of the Wildfire Management program in the Forest Areas to ensure that detection activities meet or exceed provincial standards.</li> <li>Function as an Area Duty Officer on a rotational basis coordinate pre-suppression activities according to the Wildfire Management Standard Operating Procedures and Wildfire Business Rules.</li> <li>Ensure all staff assigned to the position follows the safety program for the Forest Area.</li> <li>Provide leadership to and participate on Provincial Incident Command Teams according to certification in an effort to contain and suppress escaped wildfires.</li> <li>Supervision of staff to ensure the timely, effective, efficient and safe response to all wildfires and to ensure the Wildfire Management branch standards and performance measures are met or exceeded.</li> </ul>			

LOCATION: HINTON

DESW	Job Title	Classification	Schedule
1	Admin Support Unit Leader	Administrative Support 5	Not required June -February 5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Coordinates and ensures delivery of online training courses that are pre-requisites to delivery of essential Wildfire training.</li> <li>Trouble shoot online learning required for all non-wildfire management branch staff required to</li> </ul>			

respond and control wildfires (Wildfire Orientation course)

DESW	Job Title	Classification	Schedule
4 wage	Cook I	Cook 1	32 hrs/week

**Essential Service Work Functions**

- Cooks food and supervises kitchen helpers (aka facility worker support 1's)
- Food is served to participants attending essential wildfire training courses

DESW	Job Title	Classification	Schedule
1	Cook I	Cook 1	40 hrs/week

**Essential Service Work Functions**

- Cooks food and supervises kitchen helpers (aka facility worker support 1's)
- Food is served to participants attending essential wildfire training courses

DESW	Job Title	Classification	Schedule
4	Cook II	Cook 2	40 hrs/week

**Essential Service Work Functions**

- Cooks food and supervises Cook 1's during busier times (higher levels of participants).
- Supervises and direct kitchen helpers (aka facility worker support 1's).
- Food is served to participants attending essential wildfire training courses.

DESW	Job Title	Classification	Schedule
1	Food Services Unit Leader	Cook 3	5-2 Monday - Friday 40 hrs/week

**Essential Service Work Functions**

- Coordinates and ensures the delivery of Food Services to participants attending essential wildfire training courses.
- Schedules staff to ensure food service delivery to personnel attending essential wildfire training courses.
- Troubleshoots issues during delivery of food services to personnel.
- Orders materials and supplies (daily during Spring training delivery)

DESW	Job Title	Classification	Schedule
12	Kitchen Helper	Facility Support 1	16 hrs/week

**Essential Service Work Functions**

- Supports Cook 1, 2, and 3 - prepares materials in accordance with direction from Cooks.
- Cooked meals are for personnel attending essential wildfire training courses.

DESW	Job Title	Classification	Schedule
1	Client Services Unit Leader	Administrative Support 5	5-2 Monday - Friday

**Essential Service Work Functions**

- Prioritizes work flow.
- Coordinates delivery of client services essential to delivery of wildfire training courses.

DESW	Job Title	Classification	Schedule
2	Facilities & Events Assistant	Administrative Support 3	5-2 Monday - Friday

**Essential Service Work Functions**

- Coordinates accommodations, food requirements etc. for participants attending essential wildfire training courses.

- Supports preparation of classrooms, media and other devices used to deliver essential wildfire training courses.

DESW	Job Title	Classification	Schedule
1	Program Support (Client Services)	Administrative Support 3	5-2 Monday - Friday

**Essential Service Work Functions**

- Booking and registration support for wildfire training courses.

DESW	Job Title	Classification	Schedule
2	Linen Personnel	Facility Support 1	36.25 hr work week. Shifts vary

**Essential Service Work Functions**

- Ensures rooms at the Centre are clean and beds/linen are changed for participants attending essential wildfire training.

DESW	Job Title	Classification	Schedule
2	Program Support (Training Admin)	Administrative Support 3	5-2 Monday - Friday

**Essential Service Work Functions**

- Prepares training materials required by participants attending essential wildfire training courses.
- Ensures participants possess appropriate pre-requisites.
- Ensures participant qualifications are entered into databases such that they can be recognized i.e. Certified such that they can fill essential wildfire roles.

DESW	Job Title	Classification	Schedule
2	Program Support(Training Admin)	Administrative Support 4	5-2 Monday - Friday

**Essential Service Work Functions**

- Coordinates and sets priorities for Program Support position noted above (Administrative Support3).
- Ensures delivery of required Administrative Support services to participants attending essential wildfire training courses.
- Coordinates registration for essential wildfire training Courses.

DESW	Job Title	Classification	Schedule
1	Supervisor Finance/HR	Administrative Support 5	5-2 Monday - Friday

**Essential Service Work Functions**

- Oversee finance/HR section – assign work for essential positions identified (Administrative Support4 Program Support).
- Payments of food for training, essential services staff time reporting/payment – wage and perm.

DESW	Job Title	Classification	Schedule
2	Program Support (Finance)	Administrative Support 4	5-2 Monday - Friday

**Essential Service Work Functions**

- Processes timesheets and ensures payments of overtime hours for essential workers (NR7, NR8, NR4, Administrative Support5, Administrative Support4, Administrative Support3, FW1, Cook 1, Cook2, and Cook 3).
- Commencements of new recruits (where home Area is unable to).
- Processes payments for supplied procured (i.e. food) use to deliver food services to participants of essential wildfire training.

DESW	Job Title	Classification	Schedule
3	Senior Wildfire Training Specialists	Natural Resources 8	5-2 Monday - Friday (Up to 14 days on with 4 off during delivery of member and leader training)
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Delivers training to participants attending essential wildfire training courses.</li> <li>• Mentors/coaches participants.</li> <li>• Manages contracts and contract delivery at essential wildfire training courses.</li> <li>• Evaluates participants and marks/assesses participants to ensure competence.</li> <li>• Provides evaluations to Administrative Support 3 for entry into certification databases.</li> </ul>			
DESW	Job Title	Classification	Schedule
3	Wildfire Training Specialist	Natural Resources 7	5-2 Monday - Friday (Up to 14 days on with 4 off during delivery of member and leader training)
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Delivers training to participants attending essential wildfire training courses.</li> <li>• Mentors/coaches participants.</li> <li>• Manages contracts and contract delivery at essential wildfire training courses.</li> <li>• Evaluates participants and marks/assesses participants to ensure competence.</li> <li>• Provides evaluations to Administrative Support 3 for entry into certification databases.</li> </ul>			
DESW	Job Title	Classification	Schedule
3	Training Technician	Natural Resources 4	5-2 Monday - Friday (Up to 14 days on with 4 off during delivery of member and leader training)
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provides training and mentoring to participants attending essential wildfire training.</li> </ul>			
DESW	Job Title	Classification	Schedule
1	Wildfire Ranger	Natural Resources 5	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Support the pre-suppression, and suppression components of the Wildfire Management program by fulfilling regular scheduled shifts as an Area response officer.</li> <li>• Actively carries out a variety of roles to assist with the suppression of wildfires within the Area and Province as required.</li> <li>• Assists with the Area Detection program.</li> <li>• Assist in the preparation and management of Wildfire Operations.</li> <li>• Participate in the delivery of the Enforcement component of the Prevention Program.</li> <li>• Participate in the Education component of Wildfire Prevention.</li> <li>• Ensure records are maintained in a timely and efficient manner and awareness of provincial policies and procedures are followed.</li> </ul>			
DESW	Job Title	Classification	Schedule
2	Wildfire Ranger	Natural Resources 6	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Support the pre-suppression, and suppression components of the Wildfire Management program by fulfilling regular scheduled shifts as an Area response officer.</li> <li>• Actively carries out a variety of roles to assist with the suppression of wildfires within the Area and Province as required.</li> <li>• Assists with the Area Detection program.</li> </ul>			

- Assist in the preparation and management of Wildfire Operations.
- Participate in the delivery of the Enforcement component of the Prevention Program.
- Participate in the Education component of Wildfire Prevention.
- Ensure records are maintained in a timely and efficient manner and awareness of provincial policies and procedures are followed.

DESW	Job Title	Classification	Schedule
3	Lookout Observer	Lookout 1	***Required during Fire Season only 24 hours, 7 days a week

#### Essential Service Work Functions

- Provide early detection and accurate reporting of all potential smoke and fire within the lookout visible area. Continuous observation on the progress and behaviour of the smoke or fire until fire control personnel arrive at the fire location is also required.
- Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins by radio with the Forest Area office at scheduled times.
- Record and report all unauthorized smoke or smokes by radio to the area.
- Record and report all observed lightning storms and strikes to the area.
- Monitor authorized fires which are under permit.
- Maintain a Fire Permit Register and update as new permit locations are received and old permits expire.
- Check and record weather readings at least twice daily and report to the Forest Area Headquarters. During an ongoing fire, recording and reporting weather on an hourly basis.
- Act as a communications relay between fire camps, field staff, aircraft, etc., as required.
- Maintain a station log of all radio transmissions.
- Maintain the buildings and facilities in safe working order at all times.
- Report unsafe equipment to the duty officer.

#### Terms and Conditions

- Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy

#### LOCATION: KINUSO

DESW	Job Title	Classification	Schedule
2	Lookout Observer	Lookout 1	***Required during Fire Season only 24 hours, 7 days a week

#### Essential Service Work Functions

- Provide early detection and accurate reporting of all potential smoke and fire within the lookout visible area. Continuous observation on the progress and behaviour of the smoke or fire until fire control personnel arrive at the fire location is also required.
- Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins by radio with the Forest Area office at scheduled times.
- Record and report all unauthorized smoke or smokes by radio to the area.
- Record and report all observed lightning storms and strikes to the area.
- Monitor authorized fires which are under permit.
- Maintain a Fire Permit Register and update as new permit locations are received and old permits expire.
- Check and record weather readings at least twice daily and report to the Forest Area Headquarters. During an ongoing fire, recording and reporting weather on an hourly basis.
- Act as a communications relay between fire camps, field staff, aircraft, etc., as required.
- Maintain a station log of all radio transmissions.
- Maintain the buildings and facilities in safe working order at all times.
- Report unsafe equipment to the duty officer.

**Terms and Conditions**

- Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy

## LOCATION: LA COREY

DESW	Job Title	Classification	Schedule
1	Lookout Observer	Lookout 1	***Required during Fire Season only 24 hours, 7 days a week

**Essential Service Work Functions**

- Provide early detection and accurate reporting of all potential smoke and fire within the lookout visible area. Continuous observation on the progress and behaviour of the smoke or fire until fire control personnel arrive at the fire location is also required.
- Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins by radio with the Forest Area office at scheduled times.
- Record and report all unauthorized smoke or smokes by radio to the area.
- Record and report all observed lightning storms and strikes to the area.
- Monitor authorized fires which are under permit.
- Maintain a Fire Permit Register and update as new permit locations are received and old permits expire.
- Check and record weather readings at least twice daily and report to the Forest Area Headquarters. During an ongoing fire, recording and reporting weather on an hourly basis.
- Act as a communications relay between fire camps, field staff, aircraft, etc., as required.
- Maintain a station log of all radio transmissions.
- Maintain the buildings and facilities in safe working order at all times.
- Report unsafe equipment to the duty officer.

**Terms and Conditions**

- Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy

## LOCATION: LAC LA BICHE

DESW	Job Title	Classification	Schedule
1	Area Information Coordinator	Program Services 3	5-2 Monday - Friday

**Essential Service Work Functions**

- Provide HubSpot hazard and fire activity updates for local area
- Provide local media with hazard and wildfire activity updates, including approved interviews
- Participate on the Incident Management Team as the Information Officer
- Provide crisis communication for the Area at kiosks or town hall meetings
- Prepare social media updates for wildfire activities and hazard
- Provide other public safety messaging for all hazard risk or events as assigned.

DESW	Job Title	Classification	Schedule
1	Airtanker Base Loaderman	Natural Resources 2	***Required during Fire Season only 10 days on - 4 days off

**Essential Service Work Functions**

- Ensure personal protective equipment is maintained and worn for airtanker loading.
- Load airtankers as directed following the prescribed safe loading procedures.
- Ensure loading area and storage areas are maintained in a high state of readiness and actions will meet prescribe alerts.
- Assist in maintaining and cleaning of all Airtanker Base buildings.
- Ensure tools are stored properly.



- Ensure safe working procedures when using all hand held and power tools at the base.
- Liaison with aircrew and Aircraft Maintenance Engineers to ensure safety and operational issues are addressed and remedied.
- In the absence of the Airtanker Base Supervisor conduct site safety briefings.
- Assist in the monitor and tracking of water, fuel, oil, foam and retardant.

DESW	Job Title	Classification	Schedule
2	Airtanker Base Supervisor	Natural Resources 3	***Required during Fire Season only 10 days on - 4 days off

#### Essential Service Work Functions

- Responsible for safe and efficient operation of Airtanker Base.
- Facilitates the fuelling, dispatching and loading of the province's air tanker fleet in the suppression of wildfires.
- Responsible to maintain inventories of fuel, retardant, and water.
- Supervision of contract loader personnel.

DESW	Job Title	Classification	Schedule
4	Camp Supervisor	Maintenance Service Worker 2	***Required during Fire Season only 10 days on - 4 days off

#### Essential Service Work Functions

- Ensures camp is maintained in a safe and functional condition.
- Assigns rooms to incoming resources.
- Coordinates meal numbers with the Catering contractor.
- Ensures water and septic services are schedule to keep the camp operating.
- Reports major maintenance issues to the Duty Officer.
- Ensures camp cleaning services are delivered as per the contract.
- Resolves conflicts to the best of his or her ability.
- Documents and reports infraction of the contracts or camp rules (alcohol use, illegal drugs, in appropriate behaviours).

DESW	Job Title	Classification	Schedule
1	Detection Aide	Natural Resources 3	***Required during Fire Season only 5-2 Monday - Friday

#### Essential Service Work Functions

- In consultation with the supervisor, set up a spare lookout schedule with lookout staff for the season.
- Fill the role of Lookout Observer when the designated seasonal employee for the lookout cannot fulfill his/her duties or requires time off. While in this role, carry out all regular lookout duties.
- Submit aircraft request for servicing through the Areas Wildfire Dispatch Supervisor.
- Document, inventory, and report all the identified maintenance and repairs required at eat lookout facility.
- Carry out fixed wing patrols as assigned by the Area Duty Officer.
- Assist in the spring opening and fall closure of the all the lookouts in the Area.
- As directed by the supervisor, ensure that all lookout documentation is being completed and submitted as required.
- Limited support may be provided to the Areas wildfire suppression efforts where participation does not conflict with the detection program.



DESW	Job Title	Classification	Schedule
6	Wildfire Dispatcher	Administrative Support 3	***Required during Fire Season only 7 days on 3 days off; 7 days on 4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Maintain an accurate E-log for all activities while on duty</li> <li>• Maintain data entry within the FIREs and Dispatch program as required.</li> <li>• Dispatch resource as requested by the Duty Officer or Senior Dispatcher</li> <li>• Hire aircraft as directed using the standard criteria, documentation and protocols.</li> <li>• Participate on incident management teams as request in the Role of a Radio Operator – locally of for export outside the Forest Area.</li> <li>• Track all resource check in times and frequencies, follow SOPs for any late or overdue check-ins, including lookout tower check ins and schedules.</li> <li>• Assist in on the job training for new dispatcher.</li> <li>• Provide orientation for dispatchers imported to assist from other Forest Areas.</li> <li>• Monitor Dispatch and FIREs to maintain situational awareness of local activity.</li> <li>• Provide the Airtanker Base with dispatch information for local airtanker dispatches.</li> <li>• Invoke emergency procedure for distress calls (e.g. Aircraft Mayday or lookout threats).</li> </ul>			

DESW	Job Title	Classification	Schedule
20	Helitack Crew Member	Natural Resources 2	***Required during Fire Season only 15 days on 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Performs suppression activities on wildfires.</li> <li>• Keep assigned equipment serviceable, organized and fire ready.</li> <li>• Participate in regular proficiency training and document activities in the log book.</li> <li>• Be prepared for fire export at all times.</li> <li>• Maintains a state of readiness and conduct work in a safe and effective manner.</li> <li>• Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.</li> </ul>			

DESW	Job Title	Classification	Schedule
7	Helitack Leader	Natural Resources 3	***Required during Fire Season only 15 days on 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Performs and directs suppression activities on wildfires.</li> <li>• Keep assigned equipment serviceable, organized and fire ready.</li> <li>• Participate in regular proficiency training and document activities in the log book.</li> <li>• Be prepared for fire export at all times.</li> <li>• Ensure the crew maintains a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.</li> <li>• Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Loaderman	Natural Resources 2	***Required during Fire Season only 10 days on - 4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure personal protective equipment is maintained and worn for airtanker loading</li> <li>• Load airtankers as directed following the prescribed safe loading procedures</li> </ul>			

- Ensure loading area and storage areas are maintained in a high state of readiness and actions will meet prescribe alerts.
- Assist in maintaining and cleaning of all Airtanker Base buildings.
- Ensure tools are stored properly
- Ensure safe working procedures when using all hand held and power tools at the base.
- Liaison with aircrew and Aircraft Maintenance Engineers to ensure safety and operational issues are addressed and remedied
- In the absence of the Airtanker Base supervisor conduct site safety briefings
- Assist in the monitor and tracking of water, fuel, oil, foam and retardant

DESW	Job Title	Classification	Schedule
1	Logistics Assistant	Administrative Support 3	***Required during Fire Season only 7 days on 2 days off, 7 days on 4 days off

#### Essential Service Work Functions

- Hire and track equipment resource hire in the area.
- Work with Camp Supervisors to ensure camps are prepared for incoming resources.
- Track contract issues with catering contracts.
- Maintain FIREs entry for all equipment hires and track their deployments and assignments.
- Provide relief for Logistic Coordinator on days off.
- Deploy to an incident to support in the logistic functions (supply or service).

DESW	Job Title	Classification	Schedule
1	Logistics Coordinator	Administrative Support 5	5-2 Monday - Friday

#### Essential Service Work Functions

- Manage the logistics function by providing technical support and assistance to the Wildfire Management Area Duty Officer and direct Logistics Support staff.
- Co-ordinate, process and track requests for equipment, services and manpower as directed by the Duty Officer.
- Responsible to recruit, supervise, train and audit seasonal Logistics Support staff within the Wildfire Management Area.
- Audit all applicable wildfire logistics decision support systems.
- Cover senior dispatcher responsibilities.
- During the off-season, assistance will be provided in the administration workload for the area in processing equipment tickets, equipment rate entry, and contract administration.

DESW	Job Title	Classification	Schedule
6	Lookout Observer	Lookout 1	***Required during Fire Season only 24 hours, 7 days a week

#### Essential Service Work Functions

- Provide early detection and accurate reporting of all potential smoke and fire within the lookout visible area. Continuous observation on the progress and behaviour of the smoke or fire until fire control personnel arrive at the fire location is also required.
- Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins by radio with the Forest Area office at scheduled times.
- Record and report all unauthorized smoke or smokes by radio to the area.
- Record and report all observed lightning storms and strikes to the area.
- Monitor authorized fires which are under permit.
- Maintain a Fire Permit Register and update as new permit locations are received and old permits expire.

- Check and record weather readings at least twice daily and report to the Forest Area Headquarters. During an ongoing fire, recording and reporting weather on an hourly basis.
- Act as a communications relay between fire camps, field staff, aircraft, etc., as required.
- Maintain a station log of all radio transmissions.
- Maintain the buildings and facilities in safe working order at all times.
- Report unsafe equipment to the duty officer.

**Terms and Conditions**

- Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy

DESW	Job Title	Classification	Schedule
5	Manup Supervisor	Natural Resources 4	***Required during Fire Season only 10 days on - 4 days off

**Essential Service Work Functions**

- Responsible to directly supervise seasonal wildfire crew during pre-suppression and suppression activities.
- Obtain daily project or wildfire assignments complemented with a safety briefing to address all anticipated working conditions and potential hazards to ensure worker safety under your supervision.
- Deploy to an incident in the role assigned.
- Act as a mentor and trainer to enhance wildfire crew knowledge base, skills and abilities.
- Effectively communicate with the duty officer and wildfire crew to effectively complete tasks and assignments in a safe and timely manner.
- Complete all administrative duties with accuracy and meet deadlines.
- Complete all operations in accordance with departmental policy and standard operating practices, Occupational Health and Safety Acts and Regulations and financial policy and business rules.
- Participating in supporting the Wildfire Detection and Wildfire Prevention programs.

DESW	Job Title	Classification	Schedule
2	Patrolman	Natural Resources 3	***Required during Fire Season only 5-2 Monday - Friday

**Essential Service Work Functions**

- Issuance of fire permits in the Area and ensures the fire site will be safe and not escape fire permit legal land location.
- Inspection of permit request sites and approves burning only under safe conditions.
- Pass fire permit locations to the lookout observers.
- Educate rural residents about safe burning practices and changing hazard conditions through friendly and courteous contact.
- Assist the Area with the wildfire prevention activities and make recommendations on improving the prevention program.

DESW	Job Title	Classification	Schedule
2	Stockkeeper	Operational Services 2	***Required during Fire Season only 5-2 Monday - Friday

**Essential Service Work Functions**

- Provide supplies to Camps and satellite offices.
- Prepare warehouse resource orders for shipment.
- Inspect and inventory equipment being returned to the warehouse.

DESW	Job Title	Classification	Schedule
1	Warehouse Supervisor	Operational Services 5	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervise and train permanent and seasonal warehouse support</li> <li>• Receive and process incoming inventory efficiently and accurately.</li> <li>• Ship inventory in a timely and efficient manner.</li> <li>• Participate in incident deployment in supply or service functions, include Logistic Section Chief 1 or 2.</li> <li>• Store and managing inventory effectively.</li> <li>• Maintenance of facilities.</li> <li>• Ensure all entry into IMIS is accurate and timely.</li> <li>• Participate in the provincial equipment group.</li> <li>• Ensure all kits and equipment are packed and shipped in accordance to provincial standards.</li> <li>• Certified to operate a forklift.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Coordinator	Natural Resources 3	***Required during Fire Season only 15 days on 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Obtain daily project or wildfire assignments complemented with a safety briefing to address all anticipated working conditions and potential hazards to ensure worker safety under your supervision.</li> <li>• Deploy to an incident in the role assigned.</li> <li>• Act as a mentor and trainer to enhance for Helitack and Rappel crews in the Area.</li> <li>• Effectively communicate with the Duty Officer and Crews to effectively complete tasks and assignments in a safe and timely manner.</li> <li>• Complete all administrative duties with accuracy and meet deadlines.</li> <li>• Complete all operations in accordance with departmental policy and standard operating practices, Occupational Health and Safety Acts and Regulations and financial policy and business rules.</li> <li>• Conduct reviews of crews to ensure equipment is maintained in a safe and operational state, crews are meeting readiness requirements, safety criteria including rest periods.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Dispatch Supervisor	Administrative Support 5	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Recruit, train and supervise seasonal Wildfire Dispatchers.</li> <li>• Function as a Radio Operator 1 or 2 on an incident deployment.</li> <li>• Maintain a Federal Radio Operators licence.</li> <li>• Ensure all Dispatch and FIREs data entry is captured and accurate.</li> <li>• Hire local Area based aircraft as requested and approved by the Area Duty Officer.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Management Specialist	Natural Resources 8	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Plan and integrate strategies with the aim of integrating wildfire into land and resource management within the Wildfire Management area.</li> <li>• Senior technical specialist providing support and services to achieve wildfire mitigation, response, preparedness, and recovery.</li> <li>• Support a variety of wildfire management approaches to achieve landscape-level forest and land</li> </ul>			

management objectives.

- Influence wildfire management planning, vegetation management, prescribed fire, wildfire use, and integrated planning activities.
- Provide real-time Fire Behaviour Analyst and strategic wildfire management services.

DESW	Job Title	Classification	Schedule
1	Wildfire Prevention Officer	Natural Resources 8	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Conduct impartial investigation of complex, multi-faceted wildfire starts according to legislation, established protocols and national investigation standards.</li> <li>• Facilitates regulatory action for the recovery of human caused firefighting costs and prosecutions.</li> <li>• Provide accurate information for the court and administrative proceedings.</li> <li>• Establish and enforce wildfire advisories, restriction, fire bans and forest closures.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Ranger	Natural Resources 5	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Support the pre-suppression, and suppression components of the Wildfire Management program by fulfilling regular scheduled shifts as an Area response officer.</li> <li>• Actively carries out a variety of roles to assist with the suppression of wildfires within the Area and Province as required.</li> <li>• Assists with the Area Detection program.</li> <li>• Assist in the preparation and management of Wildfire Operations.</li> <li>• Participate in the delivery of the Enforcement component of the Prevention Program.</li> <li>• Participate in the Education component of Wildfire Prevention.</li> <li>• Ensure records are maintained in a timely and efficient manner and awareness of provincial policies and procedures are followed.</li> </ul>			

DESW	Job Title	Classification	Schedule
6	Wildfire Ranger	Natural Resources 6	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Support the pre-suppression, and suppression components of the Wildfire Management program by fulfilling regular scheduled shifts as an Area response officer.</li> <li>• Actively carries out a variety of roles to assist with the suppression of wildfires within the Area and Province as required.</li> <li>• Assists with the Area Detection program.</li> <li>• Assist in the preparation and management of Wildfire Operations.</li> <li>• Participate in the delivery of the Enforcement component of the Prevention Program.</li> <li>• Participate in the Education component of Wildfire Prevention.</li> <li>• Ensure records are maintained in a timely and efficient manner and awareness of provincial policies and procedures are followed.</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Wildfire Technologist	Natural Resources 7	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Coordinate the operational delivery of the detection component of the Wildfire Management program in the Forest Areas to ensure that detection activities meet or exceed provincial standards.</li> <li>• Function as an Area Duty Officer on a rotational basis coordinate pre-suppression activities according to the Wildfire Management Standard Operating Procedures and Wildfire Business Rules.</li> </ul>			

- Ensure all staff assigned to the position follows the safety program for the Forest Area.
- Provide leadership to and participate on Provincial Incident Command Teams according to certification in an effort to contain and suppress escaped wildfires.
- Supervision of staff within the Forest Area to ensure the timely, effective, efficient and safe response to all wildfires and to ensure the Wildfire Management branch standards and performance measures are met or exceeded.

DESW	Job Title	Classification	Schedule
3	Rappel Sub-Leader	Natural Resources 3	***Required during Fire Season only 15 days on and 6 days off

#### Essential Service Work Functions

- Responsible for the safe and effective suppression of wildfire; both initial attack and sustained action. Act as incident commander on small initial attack fires, make tactical decisions on wildfires, direct crew members, and ensure crew safety.
- Maintaining crew initial attack readiness in accordance with the direction of the Forest Area Duty Officer.
- Leading and supervising a crew in fire suppression activities on the ground or when crew is split up.
- Ensure that fire readiness of the crew is maintained.
- Ensures that the safety considerations as prescribed by things like the standard watch outs and fire orders are considered and implemented in all work situations.
- Responsible to assign specific tasks to individual crew members.
- Ensure crew maintains required physical fitness standards and readiness.
- Responsible to conduct preliminary investigations into fire cause and know the procedure on how to protect a scene for in depth investigation by an experienced investigator.

DESW	Job Title	Classification	Schedule
15	Rappel Crew Member	Natural Resources 2-3	***Required during Fire Season only 15 days on and 6 days off

#### Essential Service Work Functions

- Responsible for the safe and effective suppression of wildfire; both initial attack and sustained action. Maintains self and crew initial attack readiness in accordance with the direction of the Forest Area Duty Officer.
- Performs initial fire suppression on fires.
- Detects hotspots and/or constructs and holds fire containment lines.
- Keep assigned equipment serviceable.
- Maintains physical fitness standards and readiness.
- Maintains fire readiness (i.e. getaway times) and work under safe conditions.
- Be prepared for fire export at all times and be prepared to be self-sustainable for 24 hours for overnight fire action.

DESW	Job Title	Classification	Schedule
3	Rappel Spotter	Natural Resources 4	***Required during Fire Season only 15 days on and 6 days off

#### Essential Service Work Functions

- Act as incident commander on initial attack fires, make tactical decisions on wildfires, direct multiple resources, and ensure resource safety.
- Improve effectiveness, and safety of a rappel crew and oversee wildfire, and rappel operations.
- Maintaining crew initial attack readiness in accordance with the direction of the Forest Area Duty Officer.
- Leading and supervising a crew and other resources in fire suppression activities.



- Ensure that fire readiness of the crew is maintained.
- Ensure that crew rappel certification is maintained, and all necessary training is done safely.
- Ensure assigned RW and pilot maintain IA readiness, and are operating within the parameters of the contract and Wildfire Management Branch Standard Operating Practices.
- Ensures that the safety considerations as prescribed by things like the standard watch outs and fire orders are considered and implemented in all work situations.
- Responsible to ensure crew equipment, crew vehicle assigned are maintained.
- Responsible for crew equipment inventory.
- Ensure crew maintains required physical fitness standards and readiness.
- Responsible to conduct preliminary investigations into fire cause and know the procedure on how to protect a scene for in depth investigation by an experienced investigator

**LOCATION: MANNING**

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
3	Lookout Observer	Lookout 1	<b>***Required during Fire Season only 24 hours, 7 days a week</b>
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide early detection and accurate reporting of all potential smoke and fire within the lookout visible area. Continuous observation on the progress and behaviour of the smoke or fire until fire control personnel arrive at the fire location is also required.</li> <li>• Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins by radio with the Forest Area office at scheduled times.</li> <li>• Record and report all unauthorized smoke or smokes by radio to the area.</li> <li>• Record and report all observed lightning storms and strikes to the area.</li> <li>• Monitor authorized fires which are under permit.</li> <li>• Maintain a Fire Permit Register and update as new permit locations are received and old permits expire.</li> <li>• Check and record weather readings at least twice daily and report to the Forest Area Headquarters. During an ongoing fire, recording and reporting weather on an hourly basis.</li> <li>• Act as a communications relay between fire camps, field staff, aircraft, etc., as required.</li> <li>• Maintain a station log of all radio transmissions.</li> <li>• Maintain the buildings and facilities in safe working order at all times.</li> <li>• Report unsafe equipment to the duty officer.</li> </ul>			
<b>Terms and Conditions</b>			
<ul style="list-style-type: none"> <li>• Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy</li> </ul>			

**LOCATION: PEACE RIVER**

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Aboriginal Liaison	Natural Resources 4	<b>***Required during Fire Season only 5-2 Monday - Friday</b>
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Liaison with local First Nations communities on wildfire risk.</li> <li>• Assist in coordinating local FireSmart projects.</li> <li>• Work with communities to facilitate local training.</li> <li>• Work with communities to hire local emergency fire crews.</li> </ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Contract support specialist	Administrative Support 4	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Assist in developing provincial contracts for FireNet and facilities maintenance.</li> </ul>			



- Track and process invoices for payment related to FireNet radio system and construction and maintenance.

DESW	Job Title	Classification	Schedule
1	Area Information Coordinator	Program Services 3	5-2 Monday - Friday

**Essential Service Work Functions**

- Provide HubSpot hazard and fire activity updates for local area.
- Provide local media with hazard and wildfire activity updates, including approved interviews
- Participate on the Incident Management Team as the Information Officer.
- Provide crisis communication for the Area at kiosks or town hall meetings.
- Prepare social media updates for wildfire activities and hazard.
- Provide other public safety messaging for all hazard risk or events as assigned.

DESW	Job Title	Classification	Schedule
2	Airtanker Base Loaderman	Natural Resources 2	***Required during Fire Season only 10 days on - 4 days off

**Essential Service Work Functions**

- Ensure personal protective equipment is maintained and worn for airtanker loading.
- Load airtankers as directed following the prescribed safe loading procedures.
- Ensure loading area and storage areas are maintained in a high state of readiness and actions will meet prescribe alerts.
- Assist in maintaining and cleaning of all Airtanker Base buildings.
- Ensure tools are stored properly.
- Ensure safe working procedures when using all hand held and power tools at the base.
- Liaison with aircrew and Aircraft Maintenance Engineers to ensure safety and operational issues are addressed and remedied.
- In the absence of the Airtanker Base Supervisor conduct site safety briefings.
- Assist in the monitor and tracking of water, fuel, oil, foam and retardant.

DESW	Job Title	Classification	Schedule
2	Airtanker Base Supervisor	Natural Resources 3	***Required during Fire Season only 10 days on - 4 days off

**Essential Service Work Functions**

- Responsible for safe and efficient operation of Airtanker Base.
- Facilitates the fuelling, dispatching and loading of the province's air tanker fleet in the suppression of wildfires.
- Responsible to maintain inventories of fuel, retardant, and water.
- Supervision of contract loader personnel.

DESW	Job Title	Classification	Schedule
5	Wildfire Dispatcher	Administrative Support 3	***Required during Fire Season only 7 days on 3 days off, 7 days on 4 days off

**Essential Service Work Functions**

- Maintain an accurate E-log for all activities while on duty.
- Maintain data entry within the FIRES and Dispatch program as required.
- Dispatch resource as requested by the Duty Officer or Senior Dispatcher.
- Hire aircraft as directed using the standard criteria, documentation and protocols.
- Participate on incident management teams as request in the Role of a Radio Operator – locally of for

export outside the Forest Area.

- Track all resource check in times and frequencies, follow SOPs for any late or overdue check ins, including lookout tower check ins and schedules.
- Assist in on the job training for new dispatcher.
- Provide orientation for dispatchers imported to assist from other Forest Areas.
- Monitor Dispatch and FIREs to maintain situational awareness of local activity
- Provide the Airtanker Base with dispatch information for local airtanker dispatches.
- Invoke emergency procedure for distress calls (e.g. Aircraft Mayday or lookout threats).

DESW	Job Title	Classification	Schedule
2	Fire Guardian	Natural Resources 3	***Required during Fire Season only 5-2 Monday - Friday

**Essential Service Work Functions**

- Issuance of fire permits in the Area and ensures the fire site will be safe and not escape fire permit legal land location.
- Inspection of permit request sites and approves burning only under safe conditions.
- Pass fire permit locations to the lookout observers.
- Educate rural residents about safe burning practices and changing hazard conditions through friendly and courteous contact.
- Assist the Area with the wildfire prevention activities and make recommendations on improving the prevention program.

DESW	Job Title	Classification	Schedule
17	Helitack Crew Member	Natural Resources 2	***Required during Fire Season only 15 days on 6 days off

**Essential Service Work Functions**

- Performs suppression activities on wildfires.
- Keep assigned equipment serviceable, organized and fire ready.
- Participate in regular proficiency training and document activities in the log book.
- Be prepared for fire export at all times.
- Maintains a state of readiness and conduct work in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.

DESW	Job Title	Classification	Schedule
2	Helitack Leader	Natural Resources 4	***Required during Fire Season only 15 days on 6 days off

**Essential Service Work Functions**

- Performs and directs suppression activities on wildfires for an eight person crew.
- Keep assigned equipment serviceable, organized and fire ready.
- Participate in regular proficiency training and document activities in the log book.
- Be prepared for fire export at all times.
- Ensure the crew maintains a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.

DESW	Job Title	Classification	Schedule
5	Helitack Leader	Natural Resources 3	***Required during Fire Season only 15 days on 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Performs and directs suppression activities on wildfires for a four person crew.</li> <li>Keep assigned equipment serviceable, organized and fire ready.</li> <li>Participate in regular proficiency training and document activities in the log book.</li> <li>Be prepared for fire export at all times.</li> <li>Ensure the crew maintains a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.</li> <li>Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Logistics Assistant	Administrative Support 3	***Required during Fire Season only 10 days on - 4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Hire and track equipment resource hire in the area.</li> <li>Work with Camp Supervisors to ensure camps are prepared for incoming resources.</li> <li>Track contract issues with catering contracts.</li> <li>Maintain FIREs entry for all equipment hires and track their deployments and assignments.</li> <li>Provide relief for Logistic Coordinator on days off.</li> <li>Deploy to an incident to support in the logistic functions (supply or service).</li> </ul>			

DESW	Job Title	Classification	Schedule
14	Lookout Observer	Lookout 1	***Required during Fire Season only 24 hours, 7 days a week
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Provide early detection and accurate reporting of all potential smoke and fire within the lookout visible area. Continuous observation on the progress and behaviour of the smoke or fire until fire control personnel arrive at the fire location is also required.</li> <li>Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins by radio with the Forest Area office at scheduled times.</li> <li>Record and report all unauthorized smoke or smokes by radio to the area.</li> <li>Record and report all observed lightning storms and strikes to the area.</li> <li>Monitor authorized fires which are under permit.</li> <li>Maintain a Fire Permit Register and update as new permit locations are received and old permits expire.</li> <li>Check and record weather readings at least twice daily and report to the Forest Area Headquarters. During an ongoing fire, recording and reporting weather on an hourly basis.</li> <li>Act as a communications relay between fire camps, field staff, aircraft, etc., as required.</li> <li>Maintain a station log of all radio transmissions.</li> <li>Maintain the buildings and facilities in safe working order at all times.</li> <li>Report unsafe equipment to the duty officer.</li> </ul>			
<b>Terms and Conditions</b>			
<ul style="list-style-type: none"> <li>Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Manup Supervisor	Natural Resources 4	***Required during Fire Season only 10 days on - 4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Responsible to directly supervise seasonal wildfire crew during pre-suppression and suppression activities.</li> <li>Obtain daily project or wildfire assignments complemented with a safety briefing to address all anticipated working conditions and potential hazards to ensure worker safety under your supervision.</li> <li>Deploy to an incident in the role assigned.</li> <li>Act as a mentor and trainer to enhance wildfire crew knowledge base, skills and abilities.</li> <li>Effectively communicate with the Duty Officer and wildfire crew to effectively complete tasks and assignments in a safe and timely manner.</li> <li>Complete all administrative duties with accuracy and meet deadlines.</li> <li>Complete all operations in accordance with departmental policy and standard operating practices, Occupational Health and Safety Acts and Regulations and financial policy and business rules.</li> <li>Participating in supporting the Wildfire Detection and Wildfire Prevention programs.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Data Entry	Administrative Support 2	***Required during Fire Season only 5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Timely and accurate entry of data into various wildfire computer systems.</li> <li>Assist with administration of emergency crews.</li> <li>Compile, review and summarize manpower timesheets.</li> <li>Photocopying and filing.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Regional Facility Coordinator	Technologies 5	Required February - November 5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Responsible for maintenance of Area wildfire facilities, lookouts, fire camps, coordinates emergency repairs and replacement equipment to sustain a variety of legislative standards.</li> <li>Facility opening in the spring to ensure operational readiness as planned.</li> <li>Facility shut down – post season to ensure water lines etc are secure to prevent damage.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Warehouse Support	Operational Services 2	***Required during Fire Season only 5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Provide supplies to Camps and satellite offices</li> <li>Prepare warehouse resource orders for shipment</li> <li>Inspect and inventory equipment being returned to the warehouse</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Stock Keeper	Operational Services 3	***Required during Fire Season only 5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Receive and process incoming inventory efficiently and accurately.</li> </ul>			

- Ship inventory in a timely and efficient manner.
- Store and managing inventory effectively.
- Maintenance of facilities.
- Participate in incident deployment in the supply or service functions
- Certified to operate a forklift

DESW	Job Title	Classification	Schedule
1	Detection Aide	Natural Resources 3	***Required during Fire Season only 5-2 Monday - Friday

**Essential Service Work Functions**

- In consultation with the supervisor, set up a spare lookout schedule with lookout staff for the season.
- Fill the role of Lookout Observer when the designated seasonal employee for the lookout cannot fulfill his/her duties or requires time off. While in this role, carry out all regular lookout duties.
- Submit aircraft request for servicing through the Areas Wildfire Dispatch Supervisor.
- Document, inventory, and report all the identified maintenance and repairs required at eat lookout facility.
- Carry out fixed wing patrols as assigned by the Area Duty Officer.
- Assist in the spring opening and fall closure of the all the lookouts in the Area.
- As directed by the supervisor, ensure that all lookout documentation is being completed and submitted as required.
- Limited support may be provided to the Areas wildfire suppression efforts where participation does not conflict with the detection program.

DESW	Job Title	Classification	Schedule
2	Unit Crew Leader	Natural Resources 4	***Required during Fire Season only 15 days on 6 days off

**Essential Service Work Functions**

- Performs and directs suppression activities on wildfires.
- Keep assigned equipment serviceable, organized and fire ready.
- Participate in regular proficiency training and document activities in the log book.
- Be prepared for fire export at all times.
- Ensure the crew maintains a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.
- Supervises and assigns functional work to sub leaders.
- Ensure compliance to operating and safety Standard Operating Practices.

DESW	Job Title	Classification	Schedule
25	Unit Crew Member	Natural Resources 2	***Required during Fire Season only 15 days on 6 days off

**Essential Service Work Functions**

- Performs suppression activities on wildfires
- Keep assigned equipment serviceable, organized and fire ready
- Participate in regular proficiency training and document activities in the log book
- Be prepared for fire export at all times.
- Maintains a state of readiness and conduct work in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.

DESW	Job Title	Classification	Schedule
10	Unit Crew Sub Leader	Natural Resources 3	***Required during Fire Season only 15 days on 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Performs and directs suppression of assigned member on activities on wildfires</li> <li>• Keep assigned equipment serviceable, organized and fire ready</li> <li>• Participate in regular proficiency training and document activities in the log book</li> <li>• Be prepared for fire export at all times</li> <li>• Ensure them and crew members maintain a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.</li> <li>• Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Warehouse Supervisor	Operational Services 5	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervise and train permanent and seasonal warehouse support.</li> <li>• Receive and process incoming inventory efficiently and accurately.</li> <li>• Ship inventory in a timely and efficient manner.</li> <li>• Participate in incident deployment in supply or service functions, include Logistic Section Chief 1 or 2</li> <li>• Store and managing inventory effectively.</li> <li>• Maintenance of facilities.</li> <li>• Ensure all entry into IMIS is accurate and timely</li> <li>• Participate in the provincial equipment group</li> <li>• Ensure all kits and equipment are packed and shipped in accordance to provincial standards.</li> <li>• Certified to operate a forklift</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Dispatch Supervisor	Administrative Support 5	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Recruit, train and supervise seasonal Wildfire Dispatchers.</li> <li>• Function as a Radio Operator 1 or 2 on an incident deployment.</li> <li>• Maintain a Federal Radio Operators licence.</li> <li>• Ensure all dispatch and FIREs data entry is captured and accurate.</li> <li>• Hire local Area based aircraft as requested and approved by the Area Duty Officer.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Wildfire Facility Coordinator	Technologies 4	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Coordinate repair and maintenance of Wildfire Camps and Facilities,</li> <li>• Instruct Camp Supervisors on basic repairs and maintenance</li> <li>• Conduct emergency repairs to ensure camps meet Occupational Health &amp; Safety and Alberta Health legislation</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Logistics Coordinator	Administrative Support 5	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Manage the logistics function by providing technical support and assistance to the Wildfire</li> </ul>			

Management Area Duty Officer and direct Logistics Support staff.

- Co-ordinate, process and track requests for equipment, services and manpower as directed by the Duty Officer.
- Responsible to recruit, supervise, train and audit seasonal Logistics Support staff within the Wildfire Management Area.
- Audit all applicable wildfire logistics decision support systems.
- Cover senior dispatcher responsibilities.
- During the off-season, assistance will be provided in the administration workload for the area in processing equipment tickets, equipment rate entry, and contract administration.
- Support will also be given to the local warehouse in the off season to support administrative workload and other requirements at the local area warehouse as required.

DESW	Job Title	Classification	Schedule
1	Wildfire Management Specialist	Natural Resources 8	5-2 Monday - Friday

**Essential Service Work Functions**

- Plan and integrate strategies with the aim of integrating wildfire into land and resource management within the Wildfire Management area.
- Senior technical specialist providing support and services to achieve wildfire mitigation, response, preparedness, and recovery.
- Support a variety of wildfire management approaches to achieve landscape-level forest and land management objectives.
- Influence wildfire management planning, vegetation management, prescribed fire, wildfire use, and integrated planning activities.
- Provide real-time Fire Behaviour Analyst and strategic wildfire management services.

DESW	Job Title	Classification	Schedule
1	Wildfire Operations Officer	Natural Resources 8	5-2 Monday - Friday

**Essential Service Work Functions**

- Monitor strategy, tactics, and policy adherence to the Forest Area pre-suppression and suppression preparedness activities and the Strategic Wildfire Management Plan.
- Provide leadership and/or participate on special provincial Incident Command Teams in an effort to contain and suppress escaped wildfires.
- Provide leadership and/or participate in Wildfire Assessments/Audits and after action Reviews.
- Respond to Ministerial Orders and represent departmental interests in dealing with local and provincial wildfire issues

DESW	Job Title	Classification	Schedule
1	Wildfire Prevention Officer	Natural Resources 8	5-2 Monday - Friday

**Essential Service Work Functions**

- Conduct impartial investigation of complex, multi-faceted wildfire starts according to legislation, established protocols and national investigation standards.
- Facilitates regulatory action for the recovery of human caused firefighting costs and prosecutions.
- Provide accurate information for the court and administrative proceedings.
- Establish and enforce wildfire advisories, restriction, fire bans and Forest Closures.



DESW	Job Title	Classification	Schedule
7	Wildfire Ranger	Natural Resources 6	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Support the pre-suppression, and suppression components of the Wildfire Management program by fulfilling regular scheduled shifts as an Area response officer.</li> <li>• Actively carries out a variety of roles to assist with the suppression of wildfires within the Area and Province as required.</li> <li>• Assists with the Area Detection program.</li> <li>• Assist in the preparation and management of Wildfire Operations.</li> <li>• Participate in the delivery of the Enforcement component of the Prevention Program.</li> <li>• Participate in the Education component of Wildfire Prevention.</li> <li>• Ensure records are maintained in a timely and efficient manner and awareness of provincial policies and procedures are followed.</li> </ul>			

DESW	Job Title	Classification	Schedule
4	Wildfire Technologist	Natural Resources 7	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Conduct impartial investigation of complex, multi-faceted wildfire starts according to legislation, established protocols and national investigation standards.</li> <li>• Facilitates regulatory action for the recovery of human caused firefighting costs and prosecutions.</li> <li>• Provide accurate information for the court and administrative proceedings.</li> <li>• Establish and enforce wildfire advisories, restriction, fire bans and Forest Closures.</li> </ul>			

**LOCATION: PUSKAWASKAU LAKE**

DESW	Job Title	Classification	Schedule
1	Lookout Observer	Lookout 1	<b>***Required during Fire Season only</b> 24 hours, 7 days a week
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide early detection and accurate reporting of all potential smoke and fire within the lookout visible area. Continuous observation on the progress and behaviour of the smoke or fire until fire control personnel arrive at the fire location is also required.</li> <li>• Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins by radio with the Forest Area office at scheduled times.</li> <li>• Record and report all unauthorized smoke or smokes by radio to the area.</li> <li>• Record and report all observed lightning storms and strikes to the area.</li> <li>• Monitor authorized fires which are under permit.</li> <li>• Maintain a Fire Permit Register and update as new permit locations are received and old permits expire.</li> <li>• Check and record weather readings at least twice daily and report to the Forest Area Headquarters. During an ongoing fire, recording and reporting weather on an hourly basis.</li> <li>• Act as a communications relay between fire camps, field staff, aircraft, etc., as required.</li> <li>• Maintain a station log of all radio transmissions.</li> <li>• Maintain the buildings and facilities in safe working order at all times.</li> <li>• Report unsafe equipment to the duty officer.</li> </ul>			
<b>Terms and Conditions</b>			
<ul style="list-style-type: none"> <li>• Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy</li> </ul>			

LOCATION: RED DEER

DESW	Job Title	Classification	Schedule
1	Lookout Observer	Lookout 1	***Required during Fire Season only 24 hours, 7 days a week
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide early detection and accurate reporting of all potential smoke and fire within the lookout visible area. Continuous observation on the progress and behaviour of the smoke or fire until fire control personnel arrive at the fire location is also required.</li> <li>• Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins by radio with the Forest Area office at scheduled times.</li> <li>• Record and report all unauthorized smoke or smokes by radio to the area.</li> <li>• Record and report all observed lightning storms and strikes to the area.</li> <li>• Monitor authorized fires which are under permit.</li> <li>• Maintain a Fire Permit Register and update as new permit locations are received and old permits expire.</li> <li>• Check and record weather readings at least twice daily and report to the Forest Area Headquarters. During an ongoing fire, recording and reporting weather on an hourly basis.</li> <li>• Act as a communications relay between fire camps, field staff, aircraft, etc., as required.</li> <li>• Maintain a station log of all radio transmissions.</li> <li>• Maintain the buildings and facilities in safe working order at all times.</li> <li>• Report unsafe equipment to the duty officer.</li> </ul>			
<b>Terms and Conditions</b>			
<ul style="list-style-type: none"> <li>• Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy</li> </ul>			

LOCATION: ROBB

DESW	Job Title	Classification	Schedule
3	Lookout Observer	Lookout 1	***Required during Fire Season only 24 hours, 7 days a week
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide early detection and accurate reporting of all potential smoke and fire within the lookout visible area. Continuous observation on the progress and behaviour of the smoke or fire until fire control personnel arrive at the fire location is also required.</li> <li>• Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins by radio with the Forest Area office at scheduled times.</li> <li>• Record and report all unauthorized smoke or smokes by radio to the area.</li> <li>• Record and report all observed lightning storms and strikes to the area.</li> <li>• Monitor authorized fires which are under permit.</li> <li>• Maintain a Fire Permit Register and update as new permit locations are received and old permits expire.</li> <li>• Check and record weather readings at least twice daily and report to the Forest Area Headquarters. During an ongoing fire, recording and reporting weather on an hourly basis.</li> <li>• Act as a communications relay between fire camps, field staff, aircraft, etc., as required.</li> <li>• Maintain a station log of all radio transmissions.</li> <li>• Maintain the buildings and facilities in safe working order at all times.</li> <li>• Report unsafe equipment to the duty officer.</li> </ul>			
<b>Terms and Conditions</b>			
<ul style="list-style-type: none"> <li>• Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy</li> </ul>			

LOCATION: ROCKY MOUNTAIN HOUSE

DESW	Job Title	Classification	Schedule
1	Area Information Coordinator	Program Services 3	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide HubSpot hazard and fire activity updates for local area.</li> <li>• Provide local media with hazard and wildfire activity updates, including approved interviews.</li> <li>• Participate on the Incident Management Team as the Information Officer.</li> <li>• Provide crisis communication for the Area at kiosks or town hall meetings.</li> <li>• Prepare social media updates for wildfire activities and hazard.</li> <li>• Provide other Public Safety messaging for all hazard risk or events as assigned.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Airtanker Base Loaderman	Natural Resources 2	***Required during Fire Season only 10 days on - 4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure Personal Protective Equipment is maintained and worn for airtanker loading.</li> <li>• Load airtankers as directed following the prescribed safe loading procedures.</li> <li>• Ensure loading area and storage areas are maintained in a high state of readiness and actions will meet prescribe alerts.</li> <li>• Assist in maintaining and cleaning of all Airtanker Base buildings.</li> <li>• Ensure tools are stored properly.</li> <li>• Ensure safe working procedures when using all hand held and power tools at the base.</li> <li>• Liaison with aircrew and Aircraft Maintenance Engineers to ensure safety and operational issues are addressed and remedied.</li> <li>• In the absence of the Airtanker Base supervisor conduct site safety briefings.</li> <li>• Assist in the monitor and tracking of water, fuel, oil, foam and retardant.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Airtanker Base Supervisor	Natural Resources 3	***Required during Fire Season only 10 days on - 4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for safe and efficient operation of Airtanker Base.</li> <li>• Facilitates the fuelling, dispatching and loading of the province's air tanker fleet in the suppression of wildfires.</li> <li>• Responsible to maintain inventories of fuel, retardant, and water.</li> <li>• Supervision of contract loader personnel.</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Camp Supervisor	Maintenance Service Worker 2	***Required during Fire Season only 10 days on - 4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensures camp is maintained in a safe and functional condition.</li> <li>• Assigns rooms to incoming resources.</li> <li>• Coordinates meal numbers with the Catering contractor.</li> <li>• Ensures water and septic services are schedule to keep the camp operating.</li> <li>• Reports major maintenance issues to the Duty Officer.</li> <li>• Ensures camp cleaning services are delivered as per the contract.</li> <li>• Resolves conflicts to the best of his or her ability.</li> </ul>			

- Documents and reports infraction of the contracts or camp rules (alcohol use, illegal drugs, in appropriate behaviours).

DESW	Job Title	Classification	Schedule
1	Detection Aide	Natural Resources 3	***Required during Fire Season only 5-2 Monday - Friday

#### Essential Service Work Functions

- In consultation with the supervisor, set up a spare lookout schedule with lookout staff for the season.
- Fill the role of Lookout Observer when the designated seasonal employee for the lookout cannot fulfill his/her duties or requires time off. While in this role, carry out all regular lookout duties.
- Submit aircraft request for servicing through the Areas Wildfire Dispatch Supervisor.
- Document, inventory, and report all the identified maintenance and repairs required at eat lookout facility.
- Carry out fixed wing patrols as assigned by the Area Duty Officer.
- Assist in the spring opening and fall closure of the all the lookouts in the Area.
- As directed by the supervisor, ensure that all lookout documentation is being completed and submitted as required.
- Limited support may be provided to the Areas wildfire suppression efforts where participation does not conflict with the detection program.

DESW	Job Title	Classification	Schedule
4	Wildfire Dispatcher	Administrative Support 3	***Required during Fire Season only 7 days on 3 days off; 7 days on 4 days off

#### Essential Service Work Functions

- Maintain an accurate E-log for all activities while on duty.
- Maintain data entry within the FIREs and Dispatch program as required.
- Dispatch resource as requested by the Duty Officer or Senior Dispatcher.
- Hire aircraft as directed using the standard criteria, documentation and protocols.
- Participate on incident management teams as request in the Role of a Radio Operator – locally of for export outside the Forest Area.
- Track all resource check in times and frequencies, follow SOPs for any late or overdue check ins, including lookout tower check ins and schedules.
- Assist in on the job training for new dispatcher.
- Provide orientation for dispatchers imported to assist from other Forest Areas.
- Monitor Dispatch and FIREs to maintain situational awareness of local activity.
- Provide the Airtanker Base with dispatch information for local airtanker dispatches.
- Invoke emergency procedure for distress calls (e.g. Aircraft Mayday or lookout threats).

DESW	Job Title	Classification	Schedule
17	Helitack Crew Member	Natural Resources 7	***Required during Fire Season only 15 days on 6 days off

#### Essential Service Work Functions

- Performs suppression activities on wildfires.
- Keep assigned equipment serviceable, organized and fire ready.
- Participate in regular proficiency training and document activities in the log book.
- Be prepared for fire export at all times.
- Maintains a state of readiness and conduct work in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.

DESW	Job Title	Classification	Schedule
6	Helitack Leader	Natural Resources 3	***Required during Fire Season only 15 days on 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Performs and directs suppression activities on wildfires.</li> <li>• Keep assigned equipment serviceable, organized and fire ready.</li> <li>• Participate in regular proficiency training and document activities in the log book.</li> <li>• Be prepared for fire export at all times.</li> <li>• Ensure the crew maintains a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.</li> <li>• Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.</li> </ul>			

DESW	Job Title	Classification	Schedule
11	Lookout Observer	Lookout Observer 1	***Required during Fire Season only 24 hours, 7 days a week
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide early detection and accurate reporting of all potential smoke and fire within the lookout visible area. Continuous observation on the progress and behaviour of the smoke or fire until fire control personnel arrive at the fire location is also required.</li> <li>• Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins by radio with the Forest Area office at scheduled times.</li> <li>• Record and report all unauthorized smoke or smokes by radio to the area.</li> <li>• Record and report all observed lightning storms and strikes to the area.</li> <li>• Monitor authorized fires which are under permit.</li> <li>• Maintain a Fire Permit Register and update as new permit locations are received and old permits expire.</li> <li>• Check and record weather readings at least twice daily and report to the Forest Area Headquarters. During an ongoing fire, recording and reporting weather on an hourly basis.</li> <li>• Act as a communications relay between fire camps, field staff, aircraft, etc., as required.</li> <li>• Maintain a station log of all radio transmissions.</li> <li>• Maintain the buildings and facilities in safe working order at all times.</li> <li>• Report unsafe equipment to the duty officer.</li> </ul>			
<b>Terms and Conditions</b>			
<ul style="list-style-type: none"> <li>• Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Manup Supervisor	Natural Resources 4	***Required during Fire Season only 10 days on - 4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible to directly supervise seasonal wildfire crew during pre-suppression and suppression activities.</li> <li>• Obtain daily project or wildfire assignments complemented with a safety briefing to address all anticipated working conditions and potential hazards to ensure worker safety under your supervision.</li> <li>• Deploy to an incident in the role assigned.</li> <li>• Act as a mentor and trainer to enhance wildfire crew knowledge base, skills and abilities.</li> <li>• Effectively communicate with the Duty Officer and wildfire to effectively complete tasks and assignments in a safe and timely manner.</li> <li>• Complete all administrative duties with accuracy and meet deadlines.</li> <li>• Complete all operations in accordance with departmental policy and standard operating practices, Occupational Health and Safety Acts and Regulations and financial policy and business rules.</li> </ul>			

- Participating in supporting the Wildfire Detection and Wildfire Prevention programs.

DESW	Job Title	Classification	Schedule
1	Small Engine Mechanic	Automotive Service Technician	5-2 Monday - Friday

**Essential Service Work Functions**

- Performs diagnosis, repairs and certification on a variety of fire suppression equipment used throughout the province. This includes, repairing power saws, pumps, generators and related equipment.
- Mans mobile equipment repair trailer when required for campaign fires.
- Completes work orders; create parts order lists and supplies inventories.

DESW	Job Title	Classification	Schedule
1	Warehouse Assistant	Operational Services 3	5-2 Monday - Friday

**Essential Service Work Functions**

- Receive and process incoming inventory efficiently and accurately.
- Ship inventory in a timely and efficient manner.
- Store and managing inventory effectively.
- Maintenance of facilities.
- Participate in incident deployment in the supply or service functions
- Certified to operate a forklift

DESW	Job Title	Classification	Schedule
2	Patrolman	Natural Resources 3	***Required during Fire Season only 5-2 Monday - Friday

**Essential Service Work Functions**

- Issuance of fire permits in the Area and ensures the fire site will be safe and not escape fire permit legal land location.
- Inspection of permit request sites and approves burning only under safe conditions.
- Pass fire permit locations to the lookout observers.
- Educate rural residents about safe burning practices and changing hazard conditions through friendly and courteous contact.
- Assist the Area with the wildfire prevention activities and make recommendations on improving the prevention program.

DESW	Job Title	Classification	Schedule
1	Unit Crew Leader	Natural Resources 4	***Required during Fire Season only 15 days on 6 days off

**Essential Service Work Functions**

- Participate in regular proficiency training and document activities in the log book.
- Be prepared for fire export at all times.
- Ensure the crew maintains a state of readiness set by the duty officer and once dispatched suppress all wildfires in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.
- Supervises and assigns functional work to sub leaders.
- Ensure compliance to operating and safety Standard Operating Practices.

DESW	Job Title	Classification	Schedule
14	Unit Crew Member	Natural Resources 2	***Required during Fire Season only 15 days on 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Performs suppression activities on wildfires</li> <li>• Keep assigned equipment serviceable, organized and fire ready</li> <li>• Participate in regular proficiency training and document activities in the log book</li> <li>• Be prepared for fire export at all times.</li> <li>• Maintains a state of readiness and conduct work in a safe and effective manner.</li> <li>• Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.</li> </ul>			

DESW	Job Title	Classification	Schedule
5	Unit Crew Sub Leader	Natural Resources 3	***Required during Fire Season only 15 days on 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Performs and directs suppression of assigned member on activities on wildfires.</li> <li>• Keep assigned equipment serviceable, organized and fire ready.</li> <li>• Participate in regular proficiency training and document activities in the log book.</li> <li>• Be prepared for fire export at all times.</li> <li>• Ensure them and crew members maintain a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.</li> <li>• Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Warehouse Supervisor	Operational Services 5	***Required during Fire Season only 5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervise and train permanent and seasonal warehouse support.</li> <li>• Receive and process incoming inventory efficiently and accurately.</li> <li>• Ship inventory in a timely and efficient manner.</li> <li>• Participate in incident deployment in supply or service functions, include Logistic Section Chief 1 or 2</li> <li>• Store and managing inventory effectively.</li> <li>• Maintenance of facilities.</li> <li>• Ensure all entry into IMIS is accurate and timely.</li> <li>• Participate in the provincial equipment group.</li> <li>• Ensure all kits and equipment are packed and shipped in accordance to provincial standards.</li> <li>• Certified to operate a forklift.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Dispatch Supervisor	Administrative Support 5	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Recruit, train and supervise seasonal Wildfire Dispatchers.</li> <li>• Function as a Radio Operator 1 or 2 on an incident deployment.</li> <li>• Maintain a Federal Radio Operators licence.</li> <li>• Ensure all Dispatch and FIREs data entry is captured and accurate.</li> <li>• Hire local Area based aircraft as requested and approved by the Area Duty Officer.</li> </ul>			



DESW	Job Title	Classification	Schedule
1	Wildfire Logistics Coordinator	Administrative Support 5	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Manage the logistics function by providing technical support and assistance to the Wildfire Management Area Duty Officer and direct logistics support staff.</li> <li>• Co-ordinate, process and track requests for equipment, services and manpower as directed by the Duty Officer.</li> <li>• Responsible to recruit, supervise, train and audit seasonal logistics support staff within the Wildfire Management Area.</li> <li>• Audit all applicable wildfire logistics decision support systems.</li> <li>• Cover senior dispatcher responsibilities.</li> <li>• During the off-season, assistance will be provided in the administration workload for the area in processing equipment tickets, equipment rate entry, and contract administration.</li> <li>• Support will also be given to the local warehouse in the off season to support administrative workload and other requirements at the local area warehouse as required.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Management Specialist	Natural Resources 8	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Plan and integrate strategies with the aim of integrating wildfire into land and resource management within the Wildfire Management area.</li> <li>• Senior technical specialist providing support and services to achieve wildfire mitigation, response, preparedness, and recovery.</li> <li>• Support a variety of wildfire management approaches to achieve landscape-level forest and land management objectives.</li> <li>• Influence wildfire management planning, vegetation management, prescribed fire, wildfire use, and integrated planning activities.</li> <li>• Provide real-time Fire Behaviour Analyst and strategic wildfire management services.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Operations Officer	Natural Resources 8	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Monitor strategy, tactics, and policy adherence to the Forest Area pre-suppression and suppression preparedness activities and the Strategic Wildfire Management Plan.</li> <li>• Provide leadership and/or participate on special provincial Incident Command Teams in an effort to contain and suppress escaped wildfires.</li> <li>• Provide leadership and/or participate in Wildfire Assessments/Audits and after action Reviews.</li> <li>• Respond to Ministerial Orders and represent departmental interests in dealing with local and provincial wildfire issues.</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Wildfire Ranger	Natural Resources 6	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Support the pre-suppression, and suppression components of the Wildfire Management program by fulfilling regular scheduled shifts as an Area response officer.</li> <li>• Actively carries out a variety of roles to assist with the suppression of wildfires within the Area and Province as required.</li> </ul>			

- Assists with the Area Detection program.
- Assist in the preparation and management of Wildfire Operations.
- Participate in the delivery of the Enforcement component of the Prevention Program.
- Participate in the Education component of Wildfire Prevention.
- Ensure records are maintained in a timely and efficient manner and awareness of provincial policies and procedures are followed.

DESW	Job Title	Classification	Schedule
1	Wildfire Operations Prevention Officer	Natural Resources 8	5-2 Monday - Friday

#### Essential Service Work Functions

- Conduct impartial investigation of complex, multi-faceted wildfire starts according to legislation, established protocols and national investigation standards.
- Facilitates regulatory action for the recovery of human caused firefighting costs and prosecutions.
- Provide accurate information for the court and administrative proceedings.
- Establish and enforce wildfire advisories, restriction, fire bans and forest closures.

DESW	Job Title	Classification	Schedule
4	Wildfire Technologist	Natural Resources 7	5-2 Monday - Friday

#### Essential Service Work Functions

- Coordinate the operational delivery of the detection component of the Wildfire Management program in the Forest Areas to ensure that detection activities meet or exceed provincial standards.
- Function as an Area Duty Officer on a rotational basis coordinate pre-suppression activities according to the Wildfire Management Standard Operating Procedures and Wildfire Business Rules.
- Ensure all staff assigned to the position follows the safety program for the Forest Area.
- Provide leadership to and participate on Provincial Incident Command Teams according to certification in an effort to contain and suppress escaped wildfires.
- Supervision of staff within the Forest Area to ensure the timely, effective, efficient and safe response to all wildfires and to ensure the Wildfire Management branch standards and performance measures are met or exceeded.

#### LOCATION: SLAVE LAKE

DESW	Job Title	Classification	Schedule
1	Air Attack Officer	Natural Resources 7	***Required during Fire Season only 5 days on 2 days off

#### Essential Service Work Functions

- Support the Wildfire Prevention Team by delivering assigned engineering, education and enforcement components of the Forest Protection Program.
- Support the Wild fire Management Operations Team by delivering assigned detection, pre-suppression and suppression components of the Forest Protection Program.
- Function as an air attack officer throughout the province by directing and coordinating aerial attack on wildfires.
- Supervise the human resources assigned to ensure that services delivered support the area/ division business goals.
- Provide leadership to and/or participate on Incident Command Teams and Provincial Rosters according to certifications in order to contain and suppress wildfires and carrying out prescribed fires.
- Provide training and instruction courses and workshops within the Area and at the Hinton Training Centre.

DESW	Job Title	Classification	Schedule
1	Area Information Coordinator	Program Services 3	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide HubSpot hazard and fire activity updates for local area.</li> <li>• Provide local media with hazard and wildfire activity updates, including approved interviews.</li> <li>• Participate on the Incident Management Team as the Information Officer.</li> <li>• Provide crisis communication for the Area at kiosks or town hall meetings.</li> <li>• Prepare social media updates for wildfire activities and hazard.</li> <li>• Provide other public safety messaging for all hazard risk or events as assigned.</li> </ul>			

DESW	Job Title	Classification	Schedule
4	Airtanker Base Loaderman	Natural Resources 2	***Required during Fire Season only 10 days on - 4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure personal protective equipment is maintained and worn for airtanker loading.</li> <li>• Load airtankers as directed following the prescribed safe loading procedures.</li> <li>• Ensure loading area and storage areas are maintained in a high state of readiness and actions will meet prescribe alerts.</li> <li>• Assist in maintaining and cleaning of all Airtanker Base buildings.</li> <li>• Ensure tools are stored properly.</li> <li>• Ensure safe working procedures when using all hand held and power tools at the base.</li> <li>• Liaison with aircrew and Aircraft Maintenance Engineers to ensure safety and operational issues are addressed and remedied.</li> <li>• In the absence of the Airtanker Base Supervisor conduct site safety briefings.</li> <li>• Assist in the monitor and tracking of water, fuel, oil, foam and retardant.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Airtanker Base Supervisor	Natural Resources 3	***Required during Fire Season only 10 days on - 4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for safe and efficient operation of Airtanker Base.</li> <li>• Facilitates the fuelling, dispatching and loading of the province's air tanker fleet in the suppression of wildfires.</li> <li>• Responsible to maintain inventories of fuel, retardant, and water.</li> <li>• Supervision of contract loader personnel.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Detection Aide	Natural Resources 3	***Required during Fire Season only 5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• In consultation with the supervisor, set up a spare lookout schedule with lookout staff for the season.</li> <li>• Fill the role of Lookout Observer when the designated seasonal employee for the lookout cannot fulfill his/her duties or requires time off. While in this role, carry out all regular lookout duties.</li> <li>• Submit aircraft request for servicing through the Areas Wildfire Dispatch Supervisor.</li> <li>• Document, inventory, and report all the identified maintenance and repairs required at eat lookout facility.</li> <li>• Carry out fixed wing patrols as assigned by the Area Duty Officer.</li> <li>• Assist in the spring opening and fall closure of the all the lookouts in the Area.</li> <li>• As directed by the supervisor, ensure that all lookout documentation is being completed and</li> </ul>			

submitted as required.

- Limited support may be provided to the Areas wildfire suppression efforts where participation does not conflict with the detection program.

DESW	Job Title	Classification	Schedule
4	Wildfire Dispatcher	Administration Support 3	***Required during Fire Season only 7 days on 3 days off; 7 days on 4 days off

**Essential Service Work Functions**

- Maintain an accurate E-log for all activities while on duty.
- Maintain data entry within the FIREs and Dispatch program as required.
- Dispatch resource as requested by the Duty Officer or Senior Dispatcher.
- Hire aircraft as directed using the standard criteria, documentation and protocols.
- Participate on incident management teams as request in the Role of a Radio Operator – locally of for export outside the Forest Area.
- Track all resource check in times and frequencies, follow Standard Operating Practices for any late or overdue check-ins, including lookout tower check ins and schedules.
- Assist in on the job training for new dispatcher.
- Provide orientation for dispatchers imported to assist from other Forest Areas.
- Monitor Dispatch and FIREs to maintain situational awareness of local activity.
- Provide the Airtanker Base with dispatch information for local airtanker dispatches.
- Invoke emergency procedure for distress calls (e.g. Aircraft Mayday or lookout threats).

DESW	Job Title	Classification	Schedule
6	Helitack Crew Member	Natural Resources 2	***Required during Fire Season only 15 days on 6 days off

**Essential Service Work Functions**

- Performs suppression activities on wildfires.
- Keep assigned equipment serviceable, organized and fire ready.
- Participate in regular proficiency training and document activities in the log book.
- Be prepared for fire export at all times.
- Maintains a state of readiness and conduct work in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.

DESW	Job Title	Classification	Schedule
1	Helitack Leader	Natural Resources 3	***Required during Fire Season only 15 days on 6 days off

**Essential Service Work Functions**

- Performs and directs suppression activities on wildfires.
- Keep assigned equipment serviceable, organized and fire ready.
- Participate in regular proficiency training and document activities in the log book.
- Be prepared for fire export at all times.
- Ensure the crew maintains a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.

DESW	Job Title	Classification	Schedule
1	Loaderman	Natural Resources 2	***Required during Fire Season only 10 days on - 4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure personal protective equipment is maintained and worn for airtanker loading.</li> <li>• Load airtankers as directed following the prescribed safe loading procedures.</li> <li>• Ensure loading area and storage areas are maintained in a high state of readiness and actions will meet prescribe alerts.</li> <li>• Assist in maintaining and cleaning of all Airtanker Base buildings.</li> <li>• Ensure tools are stored properly.</li> <li>• Ensure safe working procedures when using all hand held and power tools at the base.</li> <li>• Liaison with aircrew and Aircraft Maintenance Engineers to ensure safety and operational issues are addressed and remedied.</li> <li>• In the absence of the Airtanker Base Supervisor conduct site safety briefings.</li> <li>• Assist in the monitor and tracking of water, fuel, oil, foam and retardant.</li> </ul>			

LOCATION: SMITH

DESW	Job Title	Classification	Schedule
1	Lookout Observer	Lookout 1	***Required during Fire Season only 24 hours, 7 days a week
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide early detection and accurate reporting of all potential smoke and fire within the lookout visible area. Continuous observation on the progress and behaviour of the smoke or fire until fire control personnel arrive at the fire location is also required.</li> <li>• Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins by radio with the Forest Area office at scheduled times.</li> <li>• Record and report all unauthorized smoke or smokes by radio to the area.</li> <li>• Record and report all observed lightning storms and strikes to the area.</li> <li>• Monitor authorized fires which are under permit.</li> <li>• Maintain a Fire Permit Register and update as new permit locations are received and old permits expire.</li> <li>• Check and record weather readings at least twice daily and report to the Forest Area Headquarters. During an ongoing fire, recording and reporting weather on an hourly basis.</li> <li>• Act as a communications relay between fire camps, field staff, aircraft, etc., as required.</li> <li>• Maintain a station log of all radio transmissions.</li> <li>• Maintain the buildings and facilities in safe working order at all times.</li> <li>• Report unsafe equipment to the duty officer</li> </ul>			
<b>Terms and Conditions</b>			
<ul style="list-style-type: none"> <li>• Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy</li> </ul>			

LOCATION: SPIRIT RIVER

DESW	Job Title	Classification	Schedule
2	Lookout Observer	Lookout 1	***Required during Fire Season only 24 hours, 7 days a week
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide early detection and accurate reporting of all potential smoke and fire within the lookout visible area. Continuous observation on the progress and behaviour of the smoke or fire until fire control personnel arrive at the fire location is also required.</li> <li>• Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins</li> </ul>			

by radio with the Forest Area office at scheduled times.

- Record and report all unauthorized smoke or smokes by radio to the area.
- Record and report all observed lightning storms and strikes to the area.
- Monitor authorized fires which are under permit.
- Maintain a Fire Permit Register and update as new permit locations are received and old permits expire.
- Check and record weather readings at least twice daily and report to the Forest Area Headquarters. During an ongoing fire, recording and reporting weather on an hourly basis.
- Act as a communications relay between fire camps, field staff, aircraft, etc., as required.
- Maintain a station log of all radio transmissions.
- Maintain the buildings and facilities in safe working order at all times.
- Report unsafe equipment to the duty officer

**Terms and Conditions**

- Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy

LOCATION: SWAN HILLS

DESW	Job Title	Classification	Schedule
1	Camp Supervisor	Maintenance Service Worker 2	***Required during Fire Season only 10 days on - 4 days off

**Essential Service Work Functions**

- Ensures camp is maintained in a safe and functional condition.
- Assigns rooms to incoming resources.
- Coordinates meal numbers with the Catering contractor.
- Ensures water and septic services are schedule to keep the camp operating.
- Reports major maintenance issues to the duty Officer.
- Ensures camp cleaning services are delivered as per the contract.
- Resolves conflicts to the best of his or her ability.
- Documents and reports infraction of the contracts or camp rules (alcohol use, illegal drugs, in appropriate behaviours).

DESW	Job Title	Classification	Schedule
2	Manup Supervisor	Natural Resources 4	***Required during Fire Season only 10 days on - 4 days off

**Essential Service Work Functions**

- Responsible to directly supervise seasonal wildfire crew during pre-suppression and suppression activities.
- Obtain daily project or wildfire assignments complemented with a safety briefing to address all anticipated working conditions and potential hazards to ensure worker safety under your supervision.
- Deploy to an incident in the role assigned.
- Act as a mentor and trainer to enhance wildfire crew knowledge base, skills and abilities.
- Effectively communicate with the Duty Officer and wildfire crew to effectively complete tasks and assignments in a safe and timely manner.
- Complete all administrative duties with accuracy and meet deadlines.
- Complete all operations in accordance with departmental policy and standard operating practices, Occupational Health and Safety Acts and Regulations and financial policy and business rules.
- Participating in supporting the Wildfire Detection and Wildfire Prevention programs.



DESW	Job Title	Classification	Schedule
1	Crew Coordinator	Natural Resources 4	***Required during Fire Season only 10 days on - 4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Responsible to directly supervise seasonal wildfire crew during pre-suppression and suppression activities.</li> <li>Obtain daily project or wildfire assignments complemented with a safety briefing to address all anticipated working conditions and potential hazards to ensure worker safety under your supervision.</li> <li>Deploy to an incident in the role assigned.</li> <li>Act as a mentor and trainer to enhance for Helitack and Rappel crews in the Area.</li> <li>Effectively communicate with the Duty Officer and Crews to effectively complete tasks and assignments in a safe and timely manner.</li> <li>Complete all administrative duties with accuracy and meet deadlines.</li> <li>Complete all operations in accordance with departmental policy and standard operating practices, Occupational Health and Safety Acts and Regulations and financial policy and business rules.</li> <li>Conduct reviews of crews to ensure equipment is maintained in a safe and operational state, crews are meeting readiness requirements, safety criteria including rest periods.</li> </ul>			

LOCATION: VALLEY VIEW

DESW	Job Title	Classification	Schedule
2	Wildfire Technologist	Natural Resources 7	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Coordinate the operational delivery of the detection component of the Wildfire Management program in the Forest Areas to ensure that detection activities meet or exceed provincial standards.</li> <li>Function as an Area Duty Officer on a rotational basis coordinate pre-suppression activities according to the Wildfire Management Standard Operating Procedures and Wildfire Business Rules.</li> <li>Ensure all staff assigned to the position follows the safety program for the Forest Area.</li> <li>Provide leadership to and participate on Provincial Incident Command Teams according to certification in an effort to contain and suppress escaped wildfires.</li> <li>Supervision of staff within the Forest Area to ensure the timely, effective, efficient and safe response to all wildfires and to ensure the Wildfire Management branch standards and performance measures are met or exceeded.</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Lookout Observer	Lookout 1	***Required during Fire Season only 24 hours, 7 days a week
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Provide early detection and accurate reporting of all potential smoke and fire within the lookout visible area. Continuous observation on the progress and behaviour of the smoke or fire until fire control personnel arrive at the fire location is also required.</li> <li>Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins by radio with the Forest Area office at scheduled times.</li> <li>Record and report all unauthorized smoke or smokes by radio to the area.</li> <li>Record and report all observed lightning storms and strikes to the area.</li> <li>Monitor authorized fires which are under permit.</li> <li>Maintain a Fire Permit Register and update as new permit locations are received and old permits expire.</li> <li>Check and record weather readings at least twice daily and report to the Forest Area Headquarters. During an ongoing fire, recording and reporting weather on an hourly basis.</li> <li>Act as a communications relay between fire camps, field staff, aircraft, etc., as required.</li> </ul>			



- Maintain a station log of all radio transmissions.
- Maintain the buildings and facilities in safe working order at all times.
- Report unsafe equipment to the duty officer.

**Terms and Conditions**

- Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy

DESW	Job Title	Classification	Schedule
1	Wildfire Ranger	Natural Resources 6	5-2 Monday - Friday

**Essential Service Work Functions**

- Support the pre-suppression, and suppression components of the Wildfire Management program by fulfilling regular scheduled shifts as an Area response officer.
- Actively carries out a variety of roles to assist with the suppression of wildfires within the Area and Province as required.
- Assists with the Area Detection program.
- Assist in the preparation and management of Wildfire Operations.
- Participate in the delivery of the Enforcement component of the Prevention Program.
- Participate in the Education component of Wildfire Prevention.
- Ensure records are maintained in a timely and efficient manner and awareness of provincial policies and procedures are followed.

LOCATION: WABASCA-DESMARAIS

DESW	Job Title	Classification	Schedule
1	Camp Supervisor	Maintenance Service Worker 2	***Required during Fire Season only 10 day on 4 days off

**Essential Service Work Functions**

- Ensures camp is maintained in a safe and functional condition.
- Assigns rooms to incoming resources.
- Coordinates meal numbers with the Catering contractor.
- Ensures water and septic services are schedule to keep the camp operating.
- Reports major maintenance issues to the Duty Officer.
- Ensures camp cleaning services are delivered as per the contract.
- Resolves conflicts to the best of his or her ability.
- Documents and reports infraction of the contracts or camp rules (alcohol use, illegal drugs, in appropriate behaviours).

DESW	Job Title	Classification	Schedule
6	Helitack Crew Member	Natural Resources 2	***Required during Fire Season only 15 days on 6 days off

**Essential Service Work Functions**

- Performs suppression activities on wildfires.
- Keep assigned equipment serviceable, organized and fire ready.
- Participate in regular proficiency training and document activities in the log book.
- Be prepared for fire export at all times.
- Maintains a state of readiness and conduct work in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.

DESW	Job Title	Classification	Schedule
2	Helitack Leader	Natural Resources 3	***Required during Fire Season only 15 days on 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Performs and directs suppression activities on wildfires.</li> <li>• Keep assigned equipment serviceable, organized and fire ready.</li> <li>• Participate in regular proficiency training and document activities in the log book.</li> <li>• Be prepared for fire export at all times.</li> <li>• Ensure the crew maintains a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.</li> <li>• Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Manup Supervisor	Natural Resources 4	***Required during Fire Season only 10 days on - 4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible to directly supervise seasonal wildfire crew during pre-suppression and suppression activities.</li> <li>• Obtain daily project or wildfire assignments complemented with a safety briefing to address all anticipated working conditions and potential hazards to ensure worker safety under your supervision.</li> <li>• Deploy to an incident in the role assigned.</li> <li>• Act as a mentor and trainer to enhance wildfire crew knowledge base, skills and abilities.</li> <li>• Effectively communicate with the duty officer and wildfire crew to effectively complete tasks and assignments in a safe and timely manner.</li> <li>• Complete all administrative duties with accuracy and meet deadlines.</li> <li>• Complete all operations in accordance with departmental policy and standard operating practices, Occupational Health and Safety Acts and Regulations and financial policy and business rules.</li> <li>• Participating in supporting the Wildfire Detection and Wildfire Prevention programs.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Patrolman	Natural Resources 3	***Required during Fire Season only 5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Issuance of fire permits in the Area and ensures the fire site will be safe and not escape fire permit legal land location.</li> <li>• Inspection of permit request sites and approves burning only under safe conditions.</li> <li>• Pass fire permit locations to the lookout observers.</li> <li>• Educate rural residents about safe burning practices and changing hazard conditions through friendly and courteous contact.</li> <li>• Assist the Area with the wildfire prevention activities and make recommendations on improving the prevention program.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Unit Crew Leader	Natural Resources 4	***Required during Fire Season only 15 days on 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Performs and directs suppression activities on wildfires.</li> <li>• Keep assigned equipment serviceable, organized and fire ready.</li> <li>• Participate in regular proficiency training and document activities in the log book.</li> <li>• Be prepared for fire export at all times.</li> <li>• Ensure the crew maintains a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.</li> <li>• Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.</li> <li>• Supervises and assigns functional work to sub leaders.</li> <li>• Ensure compliance to operating and safety Standard Operating Practices.</li> </ul>			
DESW	Job Title	Classification	Schedule
1	Unit Crew Member	Natural Resources 2	***Required during Fire Season only 15 days on 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Performs suppression activities on wildfires.</li> <li>• Keep assigned equipment serviceable, organized and fire ready.</li> <li>• Participate in regular proficiency training and document activities in the log book.</li> <li>• Be prepared for fire export at all times.</li> <li>• Maintains a state of readiness and conduct work in a safe and effective manner.</li> <li>• Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.</li> </ul>			
DESW	Job Title	Classification	Schedule
3	Unit Crew Sub Leader	Natural Resources 3	***Required during Fire Season only 15 days on 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Performs and directs suppression of assigned member on activities on wildfires.</li> <li>• Keep assigned equipment serviceable, organized and fire ready.</li> <li>• Participate in regular proficiency training and document activities in the log book.</li> <li>• Be prepared for fire export at all times.</li> <li>• Ensure them and crew members maintain a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.</li> <li>• Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.</li> </ul>			
DESW	Job Title	Classification	Schedule
1	Warehouse Stock keeper	Operational Services 2	***Required during Fire Season only 5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide supplies to Camps and satellite offices.</li> <li>• Prepare warehouse resource orders for shipment.</li> <li>• Inspect and inventory equipment being returned to the warehouse.</li> <li>• Prepare kits for fireline use.</li> <li>• Inspect and do minor service to hand tools.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Wildfire Ranger	Natural Resources 6	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Support the pre-suppression, and suppression components of the Wildfire Management program by fulfilling regular scheduled shifts as an Area response officer.</li> <li>• Actively carries out a variety of roles to assist with the suppression of wildfires within the Area and Province as required.</li> <li>• Assists with the Area Detection program.</li> <li>• Assist in the preparation and management of Wildfire Operations.</li> <li>• Participate in the delivery of the Enforcement component of the Prevention Program.</li> <li>• Participate in the Education component of Wildfire Prevention.</li> <li>• Ensure records are maintained in a timely and efficient manner and awareness of provincial policies and procedures are followed.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Wildfire Technologist	Natural Resources 7	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Coordinate the operational delivery of the detection component of the Wildfire Management program in the Forest Areas to ensure that detection activities meet or exceed provincial standards.</li> <li>• Function as an Area Duty Officer on a rotational basis coordinate pre-suppression activities according to the Wildfire Management Standard Operating Procedures and Wildfire Business Rules.</li> <li>• Ensure all staff assigned to the position follows the safety program for the Forest Area.</li> <li>• Provide leadership to and participate on Provincial Incident Command Teams according to certification in an effort to contain and suppress escaped wildfires.</li> <li>• Supervision of staff within the Forest Area to ensure the timely, effective, efficient and safe response to all wildfires and to ensure the Wildfire Management branch standards and performance measures are met or exceeded.</li> </ul>			

DESW	Job Title	Classification	Schedule
4	Lookout Observer	Lookout 1	***Required during Fire Season only 24 hours, 7 days a week
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide early detection and accurate reporting of all potential smoke and fire within the lookout visible area. Continuous observation on the progress and behaviour of the smoke or fire until fire control personnel arrive at the fire location is also required.</li> <li>• Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins by radio with the Forest Area office at scheduled times.</li> <li>• Record and report all unauthorized smoke or smokes by radio to the area.</li> <li>• Record and report all observed lightning storms and strikes to the area.</li> <li>• Monitor authorized fires which are under permit.</li> <li>• Maintain a Fire Permit Register and update as new permit locations are received and old permits expire.</li> <li>• Check and record weather readings at least twice daily and report to the Forest Area Headquarters. During an ongoing fire, recording and reporting weather on an hourly basis.</li> <li>• Act as a communications relay between fire camps, field staff, aircraft, etc., as required.</li> <li>• Maintain a station log of all radio transmissions.</li> <li>• Maintain the buildings and facilities in safe working order at all times.</li> <li>• Report unsafe equipment to the duty officer.</li> </ul>			
<b>Terms and Conditions</b>			
<ul style="list-style-type: none"> <li>• Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy.</li> </ul>			

LOCATION: WANDERING RIVER

DESW	Job Title	Classification	Schedule
1	Lookout Observer	Lookout 1	***Required during Fire Season only 24 hours, 7 days a week
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide early detection and accurate reporting of all potential smoke and fire within the lookout visible area. Continuous observation on the progress and behaviour of the smoke or fire until fire control personnel arrive at the fire location is also required.</li> <li>• Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins by radio with the Forest Area office at scheduled times.</li> <li>• Record and report all unauthorized smoke or smokes by radio to the area.</li> <li>• Record and report all observed lightning storms and strikes to the area.</li> <li>• Monitor authorized fires which are under permit.</li> <li>• Maintain a Fire Permit Register and update as new permit locations are received and old permits expire.</li> <li>• Check and record weather readings at least twice daily and report to the Forest Area Headquarters. During an ongoing fire, recording and reporting weather on an hourly basis.</li> <li>• Act as a communications relay between fire camps, field staff, aircraft, etc., as required.</li> <li>• Maintain a station log of all radio transmissions.</li> <li>• Maintain the buildings and facilities in safe working order at all times.</li> <li>• Report unsafe equipment to the duty officer.</li> </ul>			
<b>Terms and Conditions</b>			
<ul style="list-style-type: none"> <li>• Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy.</li> </ul>			

LOCATION: WHITECOURT

DESW	Job Title	Classification	Schedule
3	Rappel Sub- Leader	Natural Resources 3	***Required during Fire Season only 15 days on and 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for the safe and effective suppression of wildfire; both initial attack and sustained action. Act as incident commander on small initial attack fires, make tactical decisions on wildfires, direct crew members, and ensure crew safety.</li> <li>• Maintaining crew initial attack readiness in accordance with the direction of the Forest Area Duty Officer.</li> <li>• Leading and supervising a crew in fire suppression activities on the ground or when crew is split up.</li> <li>• Ensure that fire readiness of the crew is maintained.</li> <li>• Ensures that the safety considerations as prescribed by things like the standard watch outs and fire orders are considered and implemented in all work situations.</li> <li>• Responsible to assign specific tasks to individual crew members.</li> <li>• Ensure crew maintains required physical fitness standards and readiness.</li> <li>• Responsible to conduct preliminary investigations into fire cause and know the procedure on how to protect a scene for in depth investigation by an experienced investigator.</li> </ul>			

DESW	Job Title	Classification	Schedule
15	Rappel Crew Member	Natural Resources 2-3	***Required during Fire Season only 15 days on and 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Responsible for the safe and effective suppression of wildfire; both initial attack and sustained action. Maintains self and crew initial attack readiness in accordance with the direction of the Forest Area Duty Officer.</li> <li>Performs initial fire suppression on fires.</li> <li>Detects hotspots and/or constructs and holds fire containment lines.</li> <li>Keep assigned equipment serviceable.</li> <li>Maintains physical fitness standards and readiness.</li> <li>Maintains fire readiness (i.e. getaway times) and work under safe conditions.</li> <li>Be prepared for fire export at all times and be prepared to be self-sustainable for 24 hours for overnight fire action.</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Rappel Spotter	Natural Resources 4	***Required during Fire Season only 15 days on and 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Act as incident commander on initial attack fires, make tactical decisions on wildfires, direct multiple resources, and ensure resource safety.</li> <li>Improve effectiveness and safety of a rappel crew and oversee wildfire, and rappel operations.</li> <li>Maintaining crew initial attack readiness in accordance with the direction of the Forest Area Duty Officer.</li> <li>Leading and supervising a crew and other resources in fire suppression activities.</li> <li>Ensure that fire readiness of the crew is maintained.</li> <li>Ensure that crew rappel certification is maintained, and all necessary training is done safely.</li> <li>Ensure assigned RW and pilot maintain IA readiness, and are operating within the parameters of the contract and Wildfire Management Branch Standard Operating Practices.</li> <li>Ensures that the safety considerations as prescribed by things like the standard watch outs and fire orders are considered and implemented in all work situations.</li> <li>Responsible to ensure crew equipment, crew vehicle assigned are maintained.</li> <li>Responsible for crew equipment inventory.</li> <li>Ensure crew maintains required physical fitness standards and readiness.</li> <li>Responsible to conduct preliminary investigations into fire cause and know the procedure on how to protect a scene for in depth investigation by an experienced investigator</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Area Information Coordinator	Program Services 3	5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Provide HubSpot hazard and fire activity updates for local area.</li> <li>Provide local media with hazard and wildfire activity updates, including approved interviews.</li> <li>Participate on the Incident Management Team as the Information Officer.</li> <li>Provide crisis communication for the Area at kiosks or town hall meetings.</li> <li>Prepare social media updates for wildfire activities and hazard.</li> <li>Provide other public safety messaging for all hazard risk or events as assigned.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Airtanker Base Supervisor	Natural Resources 3	***Required during Fire Season only 10 days on 4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Responsible for safe and efficient operation of Airtanker Base.</li> <li>Facilitates the fuelling, dispatching and loading of the province's air tanker fleet in the suppression of wildfires.</li> <li>Responsible to maintain inventories of fuel, retardant, and water.</li> <li>Supervision of contract loader personnel.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Airtanker Base Loaderman	Natural Resources 2	***Required during Fire Season only 10 days on 4 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Ensure personal protective equipment is maintained and worn for airtanker loading.</li> <li>Load airtankers as directed following the prescribed safe loading procedures.</li> <li>Ensure loading area and storage areas are maintained in a high state of readiness and actions will meet prescribe alerts.</li> <li>Assist in maintaining and cleaning of all Airtanker Base buildings.</li> <li>Ensure tools are stored properly.</li> <li>Ensure safe working procedures when using all hand held and power tools at the base.</li> <li>Liaison with aircrew and Aircraft Maintenance Engineers to ensure safety and operational issues are addressed and remedied.</li> <li>In the absence of the Airtanker Base Supervisor conduct site safety briefings.</li> <li>Assist in the monitor and tracking of water, fuel, oil, foam and retardant.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Detection Aide	Natural Resources 3	***Required during Fire Season only 5-2 Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>In consultation with the supervisor, set up a spare lookout schedule with lookout staff for the season.</li> <li>Fill the role of Lookout Observer when the designated seasonal employee for the lookout cannot fulfill his/her duties or requires time off. While in this role, carry out all regular lookout duties.</li> <li>Submit aircraft request for servicing through the Areas Wildfire Dispatch Supervisor.</li> <li>Document, inventory, and report all the identified maintenance and repairs required at eat lookout facility.</li> <li>Carry out fixed wing patrols as assigned by the Area Duty Officer.</li> <li>Assist in the spring opening and fall closure of the all the lookouts in the Area.</li> <li>As directed by the supervisor, ensure that all lookout documentation is being completed and submitted as required.</li> <li>Limited support may be provided to the Areas wildfire suppression efforts where participation does not conflict with the detection program.</li> </ul>			

DESW	Job Title	Classification	Schedule
16	Helitack Crew Member	Natural Resources 2	***Required during Fire Season only 15 days on 6 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Performs suppression activities on wildfires.</li> <li>Keep assigned equipment serviceable, organized and fire ready.</li> <li>Participate in regular proficiency training and document activities in the log book.</li> </ul>			



- Be prepared for fire export at all times.
- Maintains a state of readiness and conduct work in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.

DESW	Job Title	Classification	Schedule
5	Helitack Leader	Natural Resources 4	***Required during Fire Season only 15 days on 6 days off

#### Essential Service Work Functions

- Performs and directs suppression activities on wildfires.
- Keep assigned equipment serviceable, organized and fire ready.
- Participate in regular proficiency training and document activities in the log book.
- Be prepared for fire export at all times.
- Ensure the crew maintains a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.

DESW	Job Title	Classification	Schedule
1	Logistics Coordinator.	Administrative Support 5	5 days on 2 days off

#### Essential Service Work Functions

- Manage the logistics function by providing technical support and assistance to the Wildfire Management Area Duty Officer and direct Logistics Support staff.
- Co-ordinate, process and track requests for equipment, services and manpower as directed by the Duty Officer.
- Responsible to recruit, supervise, train and audit seasonal Logistics Support staff within the Wildfire Management Area.
- Audit all applicable wildfire logistics decision support systems.
- Cover senior dispatcher responsibilities.
- During the off-season, assistance will be provided in the administration workload for the area in processing equipment tickets, equipment rate entry, and contract administration.
- Support will also be given to the local warehouse in the off season to support administrative workload and other requirements at the local area warehouse as required.

DESW	Job Title	Classification	Schedule
1	Logistics Assistant	Administrative Support 3	***Required during Fire Season only 10 day on 4 days off

#### Essential Service Work Functions

- Hire and track equipment resource hire in the area.
- Work with Camp Supervisors to ensure camps are prepared for incoming resources.
- Track contract issues with catering contracts.
- Maintain FIREs entry for all equipment hires and track their deployments and assignments.
- Provide relief for Logistic Coordinator on days off.
- Deploy to an incident to support in the logistic functions (supply or service).

DESW	Job Title	Classification	Schedule
3	Lookout Observer	Lookout 1	***Required during Fire Season only 24 hours, 7 days a week

#### Essential Service Work Functions

- Provide early detection and accurate reporting of all potential smoke and fire within the lookout

visible area. Continuous observation on the progress and behaviour of the smoke or fire until fire control personnel arrive at the fire location is also required.

- Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins by radio with the Forest Area office at scheduled times.
- Record and report all unauthorized smoke or smokes by radio to the area.
- Record and report all observed lightning storms and strikes to the area.
- Monitor authorized fires which are under permit.
- Maintain a Fire Permit Register and update as new permit locations are received and old permits expire.
- Check and record weather readings at least twice daily and report to the Forest Area Headquarters. During an ongoing fire, recording and reporting weather on an hourly basis.
- Act as a communications relay between fire camps, field staff, aircraft, etc., as required.
- Maintain a station log of all radio transmissions.
- Maintain the buildings and facilities in safe working order at all times.
- Report unsafe equipment to the duty officer.

**Terms and Conditions**

- Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy

DESW	Job Title	Classification	Schedule
1	Patrolman	Natural Resources 3	***Required during Fire Season only 5 days on 2 days off

**Essential Service Work Functions**

- Issuance of fire permits in the Area and ensures the fire site will be safe and not escape fire permit legal land location.
- Inspection of permit request sites and approves burning only under safe conditions.
- Pass fire permit locations to the lookout observers.
- Educate rural residents about safe burning practices and changing hazard conditions through friendly and courteous contact.
- Assist the Area with the wildfire prevention activities and make recommendations on improving the prevention program.

DESW	Job Title	Classification	Schedule
1	Warehouse Assistant	Operational Services 4	5 days on 2 days off

**Essential Service Work Functions**

- Receive and process incoming inventory efficiently and accurately.
- Ship inventory in a timely and efficient manner.
- Store and managing inventory effectively.
- Maintenance of facilities.
- Participate in incident deployment in the supply or service functions.
- Certified to operate a forklift.

DESW	Job Title	Classification	Schedule
1	Stock Keeper	Operational Services 2	***Required during Fire Season only 5 days on 2 days off

**Essential Service Work Functions**

- Provide supplies to camps and satellite offices.
- Prepare warehouse resource orders for shipment.
- Inspect and inventory equipment being returned to the warehouse.
- Prepare kits for fireline use.

- Inspect and do minor service to hand tools.

DESW	Job Title	Classification	Schedule
14	Unit Crew Member	Natural Resources 2	***Required during Fire Season only 15 on 6 days off

#### Essential Service Work Functions

- Performs suppression activities on wildfires.
- Keep assigned equipment serviceable, organized and fire ready.
- Participate in regular proficiency training and document activities in the log book.
- Be prepared for fire export at all times.
- Maintains a state of readiness and conduct work in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.

DESW	Job Title	Classification	Schedule
1	Unit Crew Leader	Natural Resources 4	***Required during Fire Season only 15 on 6 days off

#### Essential Service Work Functions

- Performs and directs suppression activities on wildfires.
- Keep assigned equipment serviceable, organized and fire ready.
- Participate in regular proficiency training and document activities in the log book.
- Be prepared for fire export at all times.
- Ensure the crew maintains a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.
- Supervises and assigns functional work to sub leaders.
- Ensure compliance to operating and safety Standard Operating Practices.

DESW	Job Title	Classification	Schedule
5	Unit Crew Sub Leader	Natural Resources 3	***Required during Fire Season only 15 days on -6 days off

#### Essential Service Work Functions

- Performs and directs suppression of assigned member on activities on wildfires.
- Keep assigned equipment serviceable, organized and fire ready.
- Participate in regular proficiency training and document activities in the log book.
- Be prepared for fire export at all times.
- Ensure them and crew members maintain a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.

DESW	Job Title	Classification	Schedule
1 wage	Data Entry	Administrative Support 3	***Required during Fire Season only 5 days on 2 days off

#### Essential Service Work Functions

- Timely and accurate entry of data into various wildfire computer systems.
- Assist with administration of emergency crews.
- Compile, review and summarize manpower timesheets.
- Photocopying and filing.

DESW	Job Title	Classification	Schedule
1	Warehouse Supervisor	Operational Services 5	5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervise and train permanent and seasonal warehouse support.</li> <li>• Receive and process incoming inventory efficiently and accurately.</li> <li>• Ship inventory in a timely and efficient manner.</li> <li>• Participate in incident deployment in supply or service functions, include Logistic Section Chief 1 or 2.</li> <li>• Store and managing inventory effectively.</li> <li>• Maintenance of facilities.</li> <li>• Ensure all entry into IMIGIS is accurate and timely.</li> <li>• Participate in the provincial equipment group.</li> <li>• Ensure all kits and equipment are packed and shipped in accordance to provincial standards.</li> <li>• Certified to operate a forklift.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Dispatch Supervisor	Administrative Support 5	5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Recruit, train and supervise seasonal Wildfire Dispatchers.</li> <li>• Function as a Radio Operator 1 or 2 on an incident deployment.</li> <li>• Maintain a Federal Radio Operators licence.</li> <li>• Ensure all Dispatch and FIREs data entry is captured and accurate.</li> <li>• Hire local Area based aircraft as requested and approved by the Area Duty Officer.</li> </ul>			

DESW	Job Title	Classification	Schedule
4	Wildfire Dispatcher	Administrative Support 3	***Required during Fire Season only 5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Maintain an accurate E-log for all activities while on Duty.</li> <li>• Maintain data entry within the FIREs and Dispatch program as required.</li> <li>• Dispatch resource as requested by the Duty Officer or Senior Dispatcher.</li> <li>• Hire aircraft as directed using the standard criteria, documentation and protocols.</li> <li>• Participate on incident management teams as request in the Role of a Radio Operator – locally of for export outside the Forest Area.</li> <li>• Track all resource check in times and frequencies, follow Standard Operating Practices for any late or overdue check ins, including lookout tower check ins and schedules.</li> <li>• Assist in on the job training for new dispatcher.</li> <li>• Provide orientation for dispatchers imported to assist from other Forest Areas.</li> <li>• Monitor Dispatch and FIREs to maintain situational awareness of local activity.</li> <li>• Provide the Airtanker Base with dispatch information for local airtanker dispatches..</li> <li>• Invoke emergency procedure for distress calls (e.g. Aircraft Mayday or lookout threats).</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Wildfire Management Specialist	Natural Resources 8	5 days on 2 days off
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Plan and integrate strategies with the aim of integrating wildfire into land and resource management within the Wildfire Management area.</li> <li>• Senior technical specialist providing support and services to achieve wildfire mitigation, response,</li> </ul>			

preparedness, and recovery.

- Support a variety of wildfire management approaches to achieve landscape-level forest and land management objectives.
- Influence wildfire management planning, vegetation management, prescribed fire, wildfire use, and integrated planning activities.
- Provide real-time Fire Behaviour Analyst and strategic wildfire management services.

DESW	Job Title	Classification	Schedule
1	Wildfire Prevention Officer	Natural Resources 8	5 days on 2 days off

**Essential Service Work Functions**

- Conduct impartial investigation of complex, multi-faceted wildfire starts according to legislation, established protocols and national investigation standards.
- Facilitates regulatory action for the recovery of human caused firefighting costs and prosecutions.
- Provide accurate information for the court and administrative proceedings.
- Establish and enforce wildfire advisories, restriction, fire bans and forest closures.

DESW	Job Title	Classification	Schedule
3	Wildfire Ranger	Natural Resources 6	5 days on 2 days off

**Essential Service Work Functions**

- Support the pre-suppression, and suppression components of the Wildfire Management program by fulfilling regular scheduled shifts as an Area response officer.
- Actively carries out a variety of roles to assist with the suppression of wildfires within the Area and Province as required.
- Assists with the Area Detection program.
- Assist in the preparation and management of Wildfire Operations.
- Participate in the delivery of the Enforcement component of the Prevention Program.
- Participate in the Education component of Wildfire Prevention.
- Ensure records are maintained in a timely and efficient manner and awareness of provincial policies and procedures are followed.

DESW	Job Title	Classification	Schedule
2	Wildfire Technologist	Natural Resources 7	5 days on 2 days off

**Essential Service Work Functions**

- Coordinate the operational delivery of the detection component of the Wildfire Management program in the Forest Areas to ensure that detection activities meet or exceed provincial standards.
- Function as an Area Duty Officer on a rotational basis coordinate pre-suppression activities according to the Wildfire Management Standard Operating Procedures and Wildfire Business Rules.
- Ensure all staff assigned to the position follows the safety program for the Forest Area.
- Provide leadership to and participate on Provincial Incident Command Teams according to certification in an effort to contain and suppress escaped wildfires.
- Supervision of staff within the Forest Area to ensure the timely, effective, efficient and safe response to all wildfires and to ensure the Wildfire Management branch standards and performance measures are met or exceeded.

## DEPARTMENT: CHILDREN SERVICES - CONTENTS

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**DEPARTMENT: CHILDREN SERVICES**

***Child Intervention***

**EDMONTON REGION**

<b>ESSENTIAL SERVICE REQUIREMENTS</b>	<b>TOTAL</b>		
	<b>Short term (first 72 hours)</b>	<b>Medium term (72 hours - 1 week)</b>	<b>Long term (After 1 week)</b>
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	11	11	11
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	21	163	163
<b>Total number required to support the essential service operations</b>	<b>32</b>	<b>174</b>	<b>174</b>

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role

<b>Foreseeable changes:</b>
For the first 72 hours the Crisis unit in Edmonton is the only office open. The office in High Prairie and St. Paul will continue to operate with reduced staff. After 72 hours, the Energy Square Building and Oxbridge location will open.

**LOCATION: NORTHERN ALBERTA CHILD INTERVENTION SERVICES (NACIS) FINANCIAL BUILDING**

Address: 150, 10621 – 100 Avenue, Edmonton, Alberta

<b>DESW</b>	<b>Duration</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
2	First 72 hours	Casework	Human Service	8:15 am-4:30 pm Monday-Friday
4	After 72 hours - 1 week	Supervisors	Workers 7	
4	After 1 week			

<b>Essential Service Work Functions</b>
<ul style="list-style-type: none"> <li>• Provide support and direction to the social workers and administrative staff.</li> <li>• Ensure services are delivered in accordance with accepted practices within guidelines prescribed by Ministerial policy and procedure and legislation that clients receive appropriate services.</li> </ul>

<b>Foreseeable changes</b>
See above changes to required number of DESW after a period of time.



DESW	Duration	Job Title	Classification	Schedule
8	First 72 hours	Assessor	Human Services Worker 6	8:15 am-4:30 pm Monday-Friday
15	After 72 hours – 1 week			
15	After 1 week			

**Essential Service Work Functions**

- Assessment of children/ youth to determine need for intervention and type of intervention.
- Information gathering at intake phase is reviewed.
- Develop case plan, provide interventions as required.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
2	First 72 hours	Intake	Human Services Worker 5	8:15 am-4:30 pm Monday-Friday
5	After 72 hours – 1 week			
5	1 week – 3 weeks			

**Essential Service Work Functions**

- Assessment of children/ youth to determine need for intervention and type of intervention.
- Information gathering at intake phase is reviewed.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Administrative	Administrative	8:15 am-4:30 pm Monday-Friday
3	After 72 hours – 1 week	Support Supervisor	Support 4	
3	After 1 week			

**Essential Service Work Functions**

- Process emergency funds for children, youth, families and caregivers.
- Input essential data such as legal authorities into Child Intervention Case Information online (CICIO).

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

LOCATION: OXBRIDGE PLACE  
Address: 6<sup>th</sup> & 7<sup>th</sup> Floors, 9820-106 Street, Edmonton, Alberta

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Casework Supervisors	Human Service Workers 7	8:15 am-4:30 pm Monday-Friday
12	After 72 hours – 1 week			
12	After 1 week			

**Essential Service Work Functions**

- Provide support and direction to the social workers and administrative staff.
- Ensure services are delivered in accordance with accepted practices within guidelines prescribed by Ministerial policy and procedure and legislation that clients receive appropriate services.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Assessor	Human Services Worker 6	8:15 am-4:30 pm Monday-Friday
11	After 72 hours – 1 week			
11	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Assessment of children/ youth to determine need for intervention and type of intervention.</li> <li>• Information gathering at intake phase is reviewed.</li> <li>• Develop case plan, provide interventions as required.</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Caseworker	Human Services Worker 5	8:15 am-4:30 pm Monday-Friday
39	After 72 hours – 1 week			
39	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Engages child/youth, family and community supports to reduce risk to child/youth, promote permanency and better outcomes for child/youth and families.</li> <li>• Establishes or enhances existing relationships and partnerships in order to provide services to children and their families.</li> <li>• The Caseworker is also responsible for preparing parents and children for court and preparing all necessary court documents.</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Business Team	Administrative Support 6	8:15 am-4:30 pm Monday-Friday
1	After 72 hours – 1 week	Lead		
1	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Process emergency funds for children, youth, families and caregivers</li> <li>• Input essential data such as legal authorities into Child Intervention Case Information online (CICIO)</li> <li>• Releases the financials after the Expenditure Officer signs off</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

LOCATION: ENERGY SQUARE  
Address: #800, 10109 – 106 Street, Edmonton Alberta

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Casework Supervisors	Human Service Workers 7	8:15 am-4:30 pm Monday-Friday
11	After 72 hours – 1 week			
11	After 1 week			

**Essential Service Work Functions**

- Provide support and direction to the social workers and administrative staff.
- Ensure services are delivered in accordance with accepted practices within guidelines prescribed by Ministerial policy and procedure and legislation that clients receive appropriate services.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Assessor	Human Services Worker 6	8:15 am-4:30 pm Monday-Friday
10	After 72 hours – 1 week			
10	After 1 week			

**Essential Service Work Functions**

- Assessment of children/ youth to determine need for intervention and type of intervention.
- Information gathering at intake phase is reviewed.
- Develop case plan, provide interventions as required.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Caseworker	Human Services Worker 5	8:15 am-4:30 pm Monday-Friday
38	After 72 hours – 1 week			
38	After 1 week			

**Essential Service Work Functions**

- Engages child/youth, family and community supports to reduce risk to child/youth, promote permanency and better outcomes for child/youth and families.
- Establishes or enhances existing relationships and partnerships in order to provide services to children and their families.
- The Caseworker is also responsible for preparing parents and children for court and preparing all necessary court documents.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Business Team Lead	Administrative Support 6	8:15 am-4:30 pm Monday-Friday
1	After 72 hours – 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Process emergency funds for children, youth, families and caregivers.
- Input essential data such as legal authorities into Child Intervention Case Information online (CICIO).
- Releases the financials after the Expenditure Officer signs off.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Administrative	Administrative	8:15 am-4:30 pm Monday-Friday
4	After 72 hours – 1 week	Support Supervisor	Support 4	
4	After 1 week			

**Essential Service Work Functions**

- Process emergency funds for children, youth, families and caregivers.
- Input essential data such as legal authorities into Child Intervention Case Information online (CICIO).

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

LOCATION: CENTURION PLAZA, EDMONTON (METIS SETTLEMENT)

Address: Second Floor, 10335-172 Street, Edmonton, Alberta

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Administrative	Administrative	8:15 am-4:30 pm Monday-Friday
1	After 72 hours – 1 week	Support	Support 5	
1	After 1 week			

**Essential Service Work Functions**

- Provides information to the general public by telephone and in person.
- Sending, receiving and distribution of facsimile and e-mails.
- Keeping Child Intervention Case Information online (CICIO) updated, ensuring kinship/foster parents and vendors working with/keeping children receive payments (e.g., are set up and modified as required).

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

LOCATION: ST. PAUL (METIS SETTLEMENT)

Address: 5025 - 49 Avenue, 2nd floor, St. Paul, Alberta

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Casework	Human Services	8:15 am-4:30 pm Monday-Friday
1	After 72 hours – 1 week	Supervisors	Worker 7	
1	After 1 week			

**Essential Service Work Functions**

- Provide support and direction to the social workers and administrative staff.
- Ensure services are delivered in accordance with accepted practices within guidelines prescribed by Ministerial policy and procedure and legislation that clients receive appropriate services.

DESW	Duration	Job Title	Classification	Schedule
2	First 72 hours	Generalist	Human Services Worker 6	8:15 am-4:30 pm Monday-Friday
2	After 72 hours – 1 week			
2	1-3 weeks			

**Essential Service Work Functions**

- Perform Child Welfare Investigations
- Prepare and present at trial all documentation necessary to obtain status order
- Resolve conflicts between care givers and child or caregivers and others involved with the child.

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Administrative Support	Administrative Support 5	8:15 am-4:30 pm Monday-Friday
1	After 72 hours – 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Provides information to the general public by telephone and in person.
- Sending, receiving and distribution of facsimile and e-mails.
- Keeping Child Intervention Case Information online (CICIO) updated, ensuring kinship/foster parents and vendors working with/keeping children receive payments (e.g., are set up and modified as required).

**LOCATION: HIGH PRAIRIE (METIS SETTLEMENT)**  
Address: Main Floor 5226 – 53 Avenue, High Prairie, Alberta

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Casework Supervisors	Human Services Worker7	8:15 am-4:30 pm Monday-Friday
1	After 72 hours – 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Provide support and direction to the social workers and administrative staff.
- Ensure services are delivered in accordance with accepted practices within guidelines prescribed by Ministerial policy and procedure and legislation that clients receive appropriate services.

DESW	Duration	Job Title	Classification	Schedule
2	First 72 hours	Generalist	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
2	After 72 hours – 1 week			
2	After 1 week			

**Essential Service Work Functions**

- Perform Child Welfare Investigations
- Prepare and present at trial all documentation necessary to obtain status order
- Resolve conflicts between care givers and child or caregivers and others involved with the child.

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Administrative	Administrative	8:15 am-4:30 pm Monday-Friday
1	After 72 hours – 1 week	Support	Support 5	
1	After 1 week			

**Essential Service Work Functions**

- Provides information to the general public by telephone and in person.
- Sending, receiving and distribution of facsimile and e-mails.
- Keeping Child Intervention Case Information online (CICIO) updated, ensuring kinship/foster parents and vendors working with/keeping children receive payments (e.g., are set up and modified as required).

YELLOW HEAD YOUTH CENTRE

LOCATION: YELLOW HEAD YOUTH CENTRE

Address: 12320 – 124 Street, Edmonton, AB

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of essential service positions to be filled with capable and qualified <b>managers*</b>	44.5 over 7 days
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	39.5 over 7 days
Total number required to support the essential service operations	84 over 7 days

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

DESW	Schedule	Job Title	Classification
5.5	Day shift 7 am - 3:15 pm	Team Lead Child and Youth Care Worker	Child and Youth Care Worker 2
6	Evening shift 2:45 pm - 11 pm		
1	Night shift 10:50 pm – 7 am		

**Essential Service Work Functions**

- Ensures that the therapeutic and social environment is safe and secure and that the individual treatment plans are followed and are meeting the unique needs of each youth.
- Responsible for the day to day operation of the program/house and the supervision of Child and Youth Care Counsellor I's. This entails assigning, monitoring and assessing work and activities of the Child and Youth Care Counsellors and the Child and Youth Care Team Leaders.
- Provides leadership, support, role modelling and expertise to the team they supervise.

DESW	Schedule	Job Title	Classification
6	Day shift 7 am - 3:15 pm	Child and Youth Care Worker	Child and Youth Care Worker 1
6	Evening shift 2:45 pm - 11 pm		
1	Night shift 10:50 pm – 7 am		

**Essential Service Work Functions**

- Provide direct services to support the needs of youth and their families.
- Evaluate individual treatment plans, monitor and record behaviour.
- Provide input to the treatment team.

**CALGARY REGION**

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	25	25	25
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	0	78	190
Total number required to support the essential service operations	25	103	215

**Foreseeable changes**

For the Short term (first 72 hours) the Southern Alberta Child Intervention Services (SACIS) Plaza 14 will be open. In addition to this location the Sheldon Kennedy location will be opened after 72 hours. In the long term an additional 4 sites below open.

- Bowness Center: 2nd floor 7930 Bowness Road NW, Calgary, AB
- Clayburn Centre: #138 - 1830 - 52 Street SE Calgary AB
- Lancore; 2nd floor Lancore Square, 1021 - 10th Avenue SW, Calgary, AB
- Southwood Corner: #60- 10233 Elbow Drive SW Calgary AB

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: PLAZA 14**

Address: 811 - 14 Street N. W. Calgary, Alberta

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Team Leaders	Human Services Worker 7	As per current scheduled shifts for 24/7 Operations.
7	After 72 hours - 1 week			
4	After 1 week			

**Essential Service Work Functions**

- Provide support and direction to the social workers and administrative staff.
- Ensure services are delivered in accordance with accepted practices within guidelines prescribed by Ministerial policy and procedure and legislation that clients receive appropriate services.



**Foreseeable changes**

See above for changes in the number of DESW's required over a period of time.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Assessor/ Generalist	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
52	After 72 hours - 1 week			
52	After 1 week			

**Essential Service Work Functions**

- Assessment of children/ youth to determine need for intervention and type of intervention.
- Information gathering at intake phase is reviewed.
- Develop case plan, provide interventions as required.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Caseworkers	Human Services Worker 5	Monday to Friday 8:15am-4:30pm
6	After 72 hours - 1 week			
6	After 1 week			

**Essential Service Work Functions**

- Engages child/youth, family and community supports to reduce risk to child/youth, promote permanency and better outcomes for child/youth and families.
- Establishes or enhances existing relationships and partnerships in order to provide services to children and their families.
- The Caseworker is also responsible for preparing parents and children for court and preparing all necessary court documents.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Screeners	Human Services Worker 5	Monday to Friday 8:15am-4:30pm
6	After 72 hours - 1 week			
6	After 1 week			

**Essential Service Work Functions**

- Respond to reports of abuse and neglect 24 hour a day, 365 days per year to meet legislated obligation.
- Initial contact for community members to make referrals about child intervention matters.
- Complete the initial screening with the caller and gather information to assess and determine if a call meets the mandate of the Child, Youth and Family Enhancement Act.
- Complete collateral calls to further determine if a report meets the mandate of the Child, Youth and Family Enhancement Act.
- Provide brief services to alleviate immediate risk of a child.
- Respond to crises on open caseloads.

**Foreseeable changes**

See above for changes in DESW requirements over a period of time.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative	Monday to Friday 8:15am-4:30pm
0	After 72 hours – 1 week	Supervisor	Support 6	
1	1 week – 3 weeks			

**Essential Service Work Functions**

- Operator Role - Payment Systems or Supervisor Role - Payment Systems
  - Financial supports for those in Independent Living (Payments / Financial)
  - Child & Youth Financial Support Program\* (Payments / Financial)

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative	Monday to Friday 8:15am-4:30pm
0	After 72 hours – 1 week		Support 3	
1	1 week – 3 weeks			

**Essential Service Work Functions**

- Payment Systems
- Financial supports for those in Independent Living (Payments / Financial)
- Child & Youth Financial Support Program\* (Payments / Financial)

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: SHELDON KENNEDY CHILD INTERVENTION ADVOCACY CENTRE**

Address: 3820 24 AVE NW #400, CALGARY, AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Team Leaders	Human Services	Monday to Friday 8:15am-4:30pm
1	After 72 hours – 1 week		Worker 7	
2	After 1 week			

**Essential Service Work Functions**

- Provide support and direction to the social workers and administrative staff.
- Ensure services are delivered in accordance with accepted practices within guidelines prescribed by Ministerial policy and procedure and legislation that clients receive appropriate services.

**Foreseeable changes**

See above for changes in the number of DESW's required over a period of time.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Assessor/ Generalist	Human Services Worker 6	Monday to Friday 8:15am -4:30 pm
4	After 72 hours - 1 week			
4	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Assessment of children/ youth to determine need for intervention and type of intervention</li> <li>• Information gathering at intake phase is reviewed</li> <li>• Develop case plan, provide interventions as required</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Caseworkers	Human Services Worker 5	Monday to Friday 8:15am-4:30pm
2	After 72 hours - 1 week			
2	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Engages child/youth, family and community supports to reduce risk to child/youth, promote permanency and better outcomes for child/youth and families.</li> <li>• Establishes or enhances existing relationships and partnerships in order to provide services to children and their families.</li> <li>• The Caseworker is also responsible for preparing parents and children for court and preparing all necessary court documents.</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin	Administrative Support 6	Monday to Friday 8:15am -4:30 pm
0	After 72 hours - 1 week	Supervisor		
1	1 week - 3 weeks			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Operator Role - Payment Systems or Supervisor Role - Payment Systems <ul style="list-style-type: none"> <li>○ Financial supports for those in Independent Living (Payments / Financial)</li> <li>○ Child &amp; Youth Financial Support Program* (Payments / Financial)</li> </ul> </li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 3	Monday to Friday 8:15am -4:30 pm
0	After 72 hours – 1 week			
1	1 week – 3 weeks			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Payment Systems</li> <li>• Financial supports for those in Independent Living (Payments / Financial)</li> <li>• Child &amp; Youth Financial Support Program* (Payments / Financial)</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

LOCATION: 2ND FL 7930 BOWNESS ROAD NW, CALGARY, AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Team Leaders	Human Services Worker 7	Monday to Friday 8:15am-4:30pm
0	After 72 hours – 1 week			
2	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Provide support and direction to the social workers and administrative staff.</li> <li>• Ensure services are delivered in accordance with accepted practices within guidelines prescribed by Ministerial policy and procedure and legislation that clients receive appropriate services.</li> </ul>				
<b>Foreseeable changes</b>				
See above for changes in the number of DESW's required over a period of time.				

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Assessor/ Generalist	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
0	After 72 hours – 1 week			
11	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Assessment of children/ youth to determine need for intervention and type of intervention</li> <li>• Information gathering at intake phase is reviewed</li> <li>• Develop case plan, provide interventions as required</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Caseworkers	Human Services Worker 5	Monday to Friday 8:15am-4:30pm
0	After 72 hours – 1 week			
9	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Engages child/youth, family and community supports to reduce risk to child/youth, promote permanency and better outcomes for child/youth and families.</li> </ul>				

<ul style="list-style-type: none"> <li>Establishes or enhances existing relationships and partnerships in order to provide services to children and their families.</li> <li>The Caseworker is also responsible for preparing parents and children for court and preparing all necessary court documents.</li> </ul>
<b>Foreseeable changes</b>
See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin	Administrative	Monday to Friday 8:15am-4:30pm
0	After 72 hours – 1 week	Supervisor	Support 6	
2	1 week – 3 weeks			

<b>Essential Service Work Functions</b>
<ul style="list-style-type: none"> <li>Operator Role - Payment Systems or Supervisor Role - Payment Systems <ul style="list-style-type: none"> <li>Financial supports for those in Independent Living (Payments / Financial)</li> <li>Child &amp; Youth Financial Support Program* (Payments / Financial)</li> </ul> </li> </ul>
<b>Foreseeable changes</b>
See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative	Monday to Friday 8:15am -4:30 pm
0	After 72 hours – 1 week		Support 3	
2	1 week – 3 weeks			

<b>Essential Service Work Functions</b>
<ul style="list-style-type: none"> <li>Payment Systems</li> <li>Financial supports for those in Independent Living (Payments / Financial)</li> <li>Child &amp; Youth Financial Support Program* (Payments / Financial)</li> </ul>
<b>Foreseeable changes</b>
See above changes to required number of DESW after a period of time.

**LOCATION: CLAYBURN CENTRE**  
Address: #138 - 1830 - 52 Street SE Calgary AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Team Leaders	Human Services	Monday to Friday 8:15am-4:30pm
0	After 72 hours – 1 week		Worker 7	
2	After 1 week			

<b>Essential Service Work Functions</b>
<ul style="list-style-type: none"> <li>Provide support and direction to the social workers and administrative staff.</li> <li>Ensure services are delivered in accordance with accepted practices within guidelines prescribed by Ministerial policy and procedure and legislation that clients receive appropriate services.</li> </ul>
<b>Foreseeable changes</b>
See above for changes in the number of DESW's required over a period of time.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Assessor/ Generalist	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
0	After 72 hours - 1 week			
11	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Assessment of children/ youth to determine need for intervention and type of intervention</li> <li>Information gathering at intake phase is reviewed</li> <li>Develop case plan, provide interventions as required</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Caseworkers	Human Services Worker 5	Monday to Friday 8:15am-4:30pm
0	After 72 hours - 1 week			
9	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Engages child/youth, family and community supports to reduce risk to child/youth, promote permanency and better outcomes for child/youth and families.</li> <li>Establishes or enhances existing relationships and partnerships in order to provide services to children and their families.</li> <li>The Caseworker is also responsible for preparing parents and children for court and preparing all necessary court documents.</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin	Administrative Support 6	Monday to Friday 8:15am-4:30pm
0	After 72 hours - 1 week	Supervisor		
2	1 week - 3 weeks			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Operator Role - Payment Systems or Supervisor Role - Payment Systems <ul style="list-style-type: none"> <li>Financial supports for those in Independent Living (Payments / Financial)</li> <li>Child &amp; Youth Financial Support Program* (Payments / Financial)</li> </ul> </li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
0	After 72 hours – 1 week			
2	1 week – 3 weeks			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Payment Systems</li> <li>• Financial supports for those in Independent Living (Payments / Financial)</li> <li>• Child &amp; Youth Financial Support Program* (Payments / Financial)</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

**LOCATION: LANCORE OFFICE**

Address: 2nd floor, 1021 - 10th Avenue SW, Calgary, AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Team Leaders	Human Services Worker7	Monday to Friday 8:15am-4:30pm
0	After 72 hours – 1 week			
2	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Provide support and direction to the social workers and administrative staff.</li> <li>• Ensure services are delivered in accordance with accepted practices within guidelines prescribed by Ministerial policy and procedure and legislation that clients receive appropriate services.</li> </ul>				
<b>Foreseeable changes</b>				
See above for changes in the number of DESW's required over a period of time.				

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Assessor/ Generalist	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
0	After 72 hours – 1 week			
12	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Assessment of children/ youth to determine need for intervention and type of intervention</li> <li>• Information gathering at intake phase is reviewed</li> <li>• Develop case plan, provide interventions as required</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Caseworkers	Human Services Worker 5	Monday to Friday 8:15am-4:30pm
0	After 72 hours – 1 week			
10	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Engages child/youth, family and community supports to reduce risk to child/youth, promote permanency and better outcomes for child/youth and families.</li> </ul>				



- Establishes or enhances existing relationships and partnerships in order to provide services to children and their families.
- The Caseworker is also responsible for preparing parents and children for court and preparing all necessary court documents.

**Foreseeable changes**

See above for changes in DESW requirements over a period of time.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin	Administrative	Monday to Friday 8:15am -4:30 pm
0	After 72 hours – 1 week	Supervisor	Support 6	
3	1 week – 3 weeks			

**Essential Service Work Functions**

- Operator Role - Payment Systems or Supervisor Role - Payment Systems
  - Financial supports for those in Independent Living (Payments / Financial)
  - Child & Youth Financial Support Program\* (Payments / Financial)

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative	Monday to Friday 8:15am -4:30 pm
0	After 72 hours – 1 week		Support 3	
3	1 week – 3 weeks			

**Essential Service Work Functions**

- Payment Systems
- Financial supports for those in Independent Living (Payments / Financial)
- Child & Youth Financial Support Program\* (Payments / Financial)

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: SOUTHWOOD CORNER**  
Address: #60- 10233 Elbow Drive SW Calgary AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Team Leaders	Human Services Worker7	Monday to Friday 8:15am-4:30pm
0	After 72 hours – 1 week			
2	After 1 week			

**Essential Service Work Functions**

- Provide support and direction to the social workers and administrative staff.
- Ensure services are delivered in accordance with accepted practices within guidelines prescribed by Ministerial policy and procedure and legislation that clients receive appropriate services.

**Foreseeable changes**

See above for changes in the number of DESW's required over a period of time.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Assessor/ Generalist	Human Services Worker6	Monday to Friday 8:15am-4:30pm
0	After 72 hours - 1 week			
11	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Assessment of children/ youth to determine need for intervention and type of intervention</li> <li>Information gathering at intake phase is reviewed</li> <li>Develop case plan, provide interventions as required</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Caseworkers	Human Services Worker 5	Monday to Friday 8:15am-4:30pm
0	After 72 hours - 1 week			
9	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Engages child/youth, family and community supports to reduce risk to child/youth, promote permanency and better outcomes for child/youth and families.</li> <li>Establishes or enhances existing relationships and partnerships in order to provide services to children and their families.</li> <li>The Caseworker is also responsible for preparing parents and children for court and preparing all necessary court documents.</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin	Administrative Support 6	Monday to Friday 8:15am-4:30pm
0	After 72 hours - 1 week	Supervisor		
3	1 week - 3 weeks			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Operator Role - Payment Systems or Supervisor Role - Payment Systems <ul style="list-style-type: none"> <li>Financial supports for those in Independent Living (Payments / Financial)</li> <li>Child &amp; Youth Financial Support Program* (Payments / Financial)</li> </ul> </li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
0	After 72 hours - 1 week			
3	1 week - 3 weeks			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Payment Systems</li> </ul>				

- Financial supports for those in Independent Living (Payments / Financial)
- Child & Youth Financial Support Program\* (Payments / Financial)

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

PROGRAM: CHILD CARE LICENSING

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	0	0	0
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	0	0	10
Total number required to support the essential service operations	0	0	10

LOCATION: SOUTHERN ALBERTA CHILD INTERVENTION SERVICES PLAZA

Address: 14, 811 - 14 Street N. W. Calgary, Alberta

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Licensing Officers	Human Services Worker 4	Monday to Friday 8:15am-4:30pm
0	After 72 hours - 1 week			
10	After 1 week			

**Essential Service Work Functions**

- Receive intake calls for complaints, incident reporting and general child care calls from licensed and approved child care programs.
- Respond to reports of critical incidents and complaints that pose an imminent risk to child for licensed child care programs, approved family day homes and complaints of the unlicensed child care operations.
- Complete investigations of complaints and incidents to assess risk, determine non-compliances and enforcement for licensed child care programs.
- Conduct renewal inspections for licensed child care programs.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

NORTHWEST REGION  
PROGRAM: CHILD INTERVENTION

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	6	6	6
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	7	11	27
Total number required to support the essential service operations	13	17	33

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: 214 PLACE SOUTH**  
Address: 10130 - 99 Avenue, Grande Prairie, AB

DESW	Duration	Job Title	Classification	Schedule
3	First 72 hours	Child Interventions Worker	Human Services Worker 5, 6 or 7 (Note: Eligibility list will include employees from all 3 levels.)	Monday to Friday 8:15am-4:30pm
3	After 72 hours - 1 week			
9	1 week - 3 weeks			

**Essential Service Work Functions**

- Perform Child Welfare Investigations.
- Prepare and present at trial all documentation necessary to obtain status order.
- Resolve conflicts between care givers and child or caregivers and others involved with the child.

**Foreseeable changes**

See above for changes in the number of DESW required.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 03	Monday to Friday 8:15am-4:30pm
0	After 72 hours - 1 week			
2	1 week - 3 weeks			

**Essential Service Work Functions**

- Enter foster parent payments.
- Enter vendor payments.

**Foreseeable changes**

See above for changes in the number of DESW required.

**LOCATION: HIGH LEVEL**

Address: 9814 - 101 Street, High Level, AB

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Child Intervention Worker	Human Services Worker 5, 6 or 7 (Note: Eligibility list will include employees from all 3 levels.)	Monday to Friday 8:15am-4:30pm 1 DESW Required for Evening and Night Shift – Rotational Standby
2	After 72 hours – 1 week			
3	1 week – 3 weeks			

**Essential Service Work Functions**

- Perform Child Welfare Investigations.
- Prepare and present at trial all documentation necessary to obtain status order.
- Resolve conflicts between care givers and child or caregivers and others involved with the child.

**Foreseeable changes**

See above for changes in the number of DESW required.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support-03	Monday to Friday 8:15am-4:30pm
0	After 72 hours – 1 week			
1	1 week – 3 weeks			

**Essential Service Work Functions**

- Enter foster parent payments.
- Enter vendor payments.

**Foreseeable changes**

See above for changes in the number of DESW required.

**LOCATION: HIGH PRAIRIE PROVINCIAL BUILDING**

Address: Main floor 5226 - 53 Avenue, High Prairie, AB

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Child Intervention Worker	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
2	After 72 hours – 1 week			
3	1 week – 3 weeks			

**Essential Service Work Functions**

- Perform Child Welfare Investigations.
- Prepare and present at trial all documentation necessary to obtain status order.
- Resolve conflicts between care givers and child or caregivers and others involved with the child.

**Foreseeable changes**

See above for changes in the number of DESW required.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
0	After 72 hours – 1 week			
1	1 week – 3 weeks			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Enter foster parent payments.</li> <li>Enter vendor payments.</li> </ul>				
<b>Foreseeable changes</b>				
See above for changes in the number of DESW required.				

**LOCATION: PEACE RIVER MIDWEST BUILDING**

Address: 2nd floor 9715 - 100 Street, Peace River, AB

\*Fairveiw office will remain closed and all DESW staff will work out of Peace River

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Child Intervention Worker	Human Services Worker5, Human Services Worker 6 and Human Services Worker7 (Note: Eligibility list will include employees from all 3 levels.)	Monday to Friday 8:15am-4:30pm 1 DESW Required for Evening and Night Shift – Rotational Standby
2	After 72 hours – 1 week			
3	1 week – 3 weeks			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Perform Child Welfare Investigations.</li> <li>Prepare and present at trial all documentation necessary to obtain status order.</li> <li>Resolve conflicts between care givers and child or caregivers and others involved with the child.</li> </ul>				
<b>Foreseeable changes</b>				
See above for changes in the number of DESW required.				

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support-06	Monday to Friday 8:15am-4:30pm
0	After 72 hours – 1 week			
1	1 week – 3 weeks			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Issues payments.</li> </ul>				
<b>Foreseeable changes</b>				
See above for changes in the number of DESW required.				

**LOCATION: 107 SLAVE LAKE GOVERNMENT CENTRE**

Address: 101 - 3 Street SW, Slave Lake, AB

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Child Intervention Worker	Human Services Worker 5, Human Services Worker 6 and Human Services Worker 7 (Note: Eligibility list will include employees from all 3 levels.)	8:15am -4:30 pm Monday –Friday 1 DESW Required for Evening and Night Shift – Rotational Standby (after hour calls will be taken by crisis unit centers however if there is a need to physically attend to a home, there is an operational need for staff to be on standby)
2	After 72 hours – 1 week			
3	1 week – 3 weeks			

**Essential Service Work Functions**

- Perform Child Welfare Investigations.
- Prepare and present at trial all documentation necessary to obtain status order.
- Resolve conflicts between care givers and child or caregivers and others involved with the child.

**Foreseeable changes**

See above for changes in the number of DESW required.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 06	Monday to Friday 8:15am-4:30pm
0	After 72 hours – 1 week			
1	1 week – 3 weeks			

**Essential Service Work Functions**

- Releases Foster Care payments.
- Issues payments.

**Foreseeable changes**

See above for changes in the number of DESW required.

**PROGRAM: YOUTH ASSESSMENT CENTRE**

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of essential service positions to be filled with capable and qualified <b>managers</b>	1
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	9 per 24 hr. period (3 per shift)

**LOCATION: HIGH PRAIRIE**

Address: 4944 - 60 Avenue, High Prairie, AB

DESW	Schedule	Job Title	Classification
	*Rotation of 6 days on and 3 days off		
1	Day shift 6:45 am-3:00 pm	Team Lead	Child and Youth Care Worker 2
1	Evening shift 2:45 pm–11:00 pm		



1	Night shift 10:45 pm – 7:00 am		
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Ensures that the therapeutic and social environment is safe and secure and that the individual treatment plans are followed and are meeting the unique needs of each youth.</li> <li>Responsible for the day to day operation of the program/house and the supervision of Child and Youth Care Counsellor I's. This entails assigning, monitoring and assessing work and activities of the Child and Youth Care Counsellors and the Child and Youth Care Team Leaders.</li> <li>Provides leadership, support, role modelling and expertise to the team they supervise.</li> </ul>			

DESW	Schedule <small>*Rotation of 6 days on and 3 days off</small>	Job Title	Classification
2	Day shift 6:45 am-3:00 pm	Child and Youth Care Worker	Child and Youth Care Worker 1
2	Evening shift 2:45 pm–11:00 pm		
2	Night shift 10:45 pm – 7:00 am		
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Provide direct services to support the needs of youth and their families.</li> <li>Evaluate individual treatment plans, monitor and record behaviour.</li> <li>Provide input to the treatment team.</li> </ul>			

CENTRAL REGION

PROGRAM: CHILD INTERVENTION

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	14	14	14
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	4	20	26
Total number required to support the essential service operations	18	34	40

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: REDDEER PROVINCIAL BUILDING**

Address: Main floor, 920 - 51 Street Red Deer, AB

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Casework Supervisor	Human Services Worker 7	Monday to Friday 8:15am-4:30pm
3	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Provide support and direction to the social workers and administrative staff.
- Ensure services are delivered in accordance with accepted practices within guidelines prescribed by Ministerial policy and procedure and legislation that clients receive appropriate services.

**Foreseeable changes**

See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed.

DESW	Duration	Job Title	Classification	Schedule
2	First 72 hours	Assessor	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
2	After 72 hours - 1 week			
4	After 1 week			

**Essential Service Work Functions**

- Assessment of children/ youth to determine need for intervention and type of intervention.
- Information gathering at intake phase is reviewed.
- Develop case plan, provide interventions as required.

**Foreseeable changes**

See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed.

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Admin Support	Administration 1	Monday to Friday 8:15am-4:30pm
2	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Release of payments.
- Financial Supports.

**Foreseeable changes**

See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 6	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Release of payments.</li> <li>• Financial Supports.</li> </ul>				
<b>Foreseeable changes</b>				
See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed.				

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
1	After 72 hours – 1 week			
0	After 1 week			

<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Assisting in the office, answering phones, greeting clients, walk-ins and intake.</li> <li>• Data entry (Legal information).</li> <li>• Enter financial information into the system for the payments to occur.</li> </ul>				
<b>Foreseeable changes</b>				
See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed.				

**LOCATION: ROCKY MOUNTAIN HOUSE PROVINCIAL BUILDING**

Address: 1st floor, 4919 - 51 Street, Rocky Mountain House, AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Casework Supervisor	Human Services Worker 7	Monday to Friday 8:15am-4:30pm
1	After 72 hours – 1 week			
2	After 1 week			

<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Provide support and direction to the social workers and administrative staff.</li> <li>• Ensure services are delivered in accordance with accepted practices within guidelines prescribed by Ministerial policy and procedure and legislation that clients receive appropriate services.</li> </ul>				
<b>Foreseeable changes</b>				
See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed				

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Assessor	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
2	After 72 hours – 1 week			
2	After 1 week			

<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Assessment of children/ youth to determine need for intervention and type of intervention.</li> <li>• Information gathering at intake phase is reviewed.</li> <li>• Develop case plan, provide interventions as required.</li> </ul>				
<b>Foreseeable changes</b>				
See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed.				

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 6	Monday to Friday 8:15am-4:30pm
0	After 72 hours – 1 week			
1	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Release of payments.</li> <li>• Financial Support.</li> </ul>				
<b>Foreseeable changes</b>				
See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed.				

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
0	After 72 hours – 1 week			
1	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Assisting in the office, answering phones, greeting clients, walk-ins, and intake.</li> <li>• Data entry (Legal information).</li> <li>• Enter financial information into the system for the payments to occur.</li> </ul>				
<b>Foreseeable changes</b>				
See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed.				

**LOCATION: WETASKIWIN CENTRE ON THE PARK**  
Address: 2nd floor, 5505 50th Ave Wetaskiwin, AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Casework	Human Services Worker 7	Monday to Friday 8:15am-4:30pm
1	After 72 hours – 1 week	Supervisor		
2	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Provide support and direction to the social workers and administrative staff.</li> <li>• Ensure services are delivered in accordance with accepted practices within guidelines prescribed by Ministerial policy and procedure and legislation that clients receive appropriate services.</li> </ul>				
<b>Foreseeable changes</b>				
See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed.				

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Assessor	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
2	After 72 hours – 1 week			
2	1 week – 3 weeks			

**Essential Service Work Functions**

- Assessment of children/ youth to determine need for intervention and type of intervention.
- Information gathering at intake phase is reviewed.
- Develop case plan, provide interventions as required.

**Foreseeable changes**

See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
0	After 72 hours – 1 week			
1	1 week – 3 weeks			

**Essential Service Work Functions**

- Assisting in the office, answering phones, greeting clients, walk-ins and intake.
- Data entry (Legal information).
- Enter financial information into the system for the payments to occur.

**Foreseeable changes**

See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed.

**LOCATION: RALPH KLEIN CENTRE**  
Address: 4500 - 50 Street Olds, AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Casework	Human Services Worker 7	Monday to Friday 8:15am-4:30pm
1	After 72 hours – 1 week	Supervisor		
1	After 1 Week			

**Essential Service Work Functions**

- Provide support and direction to the social workers and administrative staff.
- Ensure services are delivered in accordance with accepted practices within guidelines prescribed by Ministerial policy and procedure and legislation that clients receive appropriate services.

**Foreseeable changes**

See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Assessor	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Assessment of children/ youth to determine need for intervention and type of intervention.
- Information gathering at intake phase is reviewed.
- Develop case plan, provide interventions as required.

**Foreseeable changes**

See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
0	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Assisting in the office, answering phones, greeting clients, walk-ins and intake.
- Data entry (Legal information).
- Enter financial information into the system for the payments to occur.

**Foreseeable changes**

See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed.

**LOCATION: CAMROSE PROVINCIAL BUILDING**

Address: Main Floor 4867 - 50 Street, Camrose, AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Casework	Human Services Worker 7	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week	Supervisor		
2	After 1 week			

**Essential Service Work Functions**

- Provide support and direction to the social workers and administrative staff.
- Ensure services are delivered in accordance with accepted practices within guidelines prescribed by Ministerial policy and procedure and legislation that clients receive appropriate services.

**Foreseeable changes**

See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Assessor	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
2	After 1 week weeks			

**Essential Service Work Functions**

- Assessment of children/ youth to determine need for intervention and type of intervention.
- Information gathering at intake phase is reviewed.
- Develop case plan, provide interventions as required.

**Foreseeable changes**

See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 6	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
0	After 1 week weeks			

**Essential Service Work Functions**

- Release of payments.
- Financial Support.

**Foreseeable changes**

See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
0	After 72 hours - 1 week			
1	After 1 week weeks			

**Essential Service Work Functions**

- Assisting in the office, answering phones, greeting clients, walk-ins, and intake.
- Data entry (legal information).
- Enter financial information into the system for the payments to occur.

**Foreseeable changes**

See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed.



SOUTH REGION

PROGRAM: CHILD INTERVENTION

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	10	8	8
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	0	24	34
Total number required to support the essential service operations	10	32	42

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: 147 LETHBRIDGE CENTRE**  
Address: 200-4 Avenue South Lethbridge, AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Assessor	Human Services Worker6	Monday to Friday 8:15am-4:30pm
9	After 72 hours - 1 week			
8	After 1 week			

**Essential Service Work Functions**

- Assessment of children/ youth to determine need for intervention and type of intervention.
- Information gathering at intake phase is reviewed.
- Develop case plan, provide interventions as required.

**Foreseeable changes**

Office is closed for first 72 hours. There may be a requirement to bring in DESW's if there is an urgent case. See above changes to required number of DESW after a period of time. In the long term an additional 2 of the remaining sites would open:

- Crowsnest Pass: 12501 20<sup>th</sup> Ave, Blairmore AB
- Brooks Suite 100 - 600 Cassils Road East, Brooks AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Intake/ Casework	Human Services Worker 5	Monday to Friday 8:15am-4:30pm
4	After 72 hours - 1 week			
14	After 1 week			

**Essential Service Work Functions**

- Assessment of children/ youth to determine need for intervention and type of intervention.

- Information gathering at intake phase is reviewed.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 5	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
4	After 1 week			

**Essential Service Work Functions**

- Entering the payments, reception duties, creation of vouchers.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administration 1	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
2	After 1 week			

**Essential Service Work Functions**

- Release of payments.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: MEDICINE HAT**

Address: 201 346 3rd Street S.E. Medicine Hat, AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Assessor	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
7	After 72 hours - 1 week			
6	After 1 week			

**Essential Service Work Functions**

- Assessment of children/ youth to determine need for intervention and type of intervention.
- Information gathering at intake phase is reviewed.
- Develop case plan, provide interventions as required.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Intake/ Caseworker	Human Services Worker 5	Monday to Friday 8:15am-4:30pm
2	After 72 hours - 1 week			
6	1 week - 3 weeks			

**Essential Service Work Functions**

- Assessment of children/ youth to determine need for intervention and type of intervention.
- Information gathering at intake phase is reviewed.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

PROGRAM: SIFTON YOUTH ASSESSMENT CENTRE

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> . *	10	8	8
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b> .	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations.	9 within 24 hour period	12 within 24 hour period	15 within 24 hour period

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: SIFTON, LETHBRIDGE

Address: 528 Stafford Drive North, Lethbridge, AB

DESW	Duration	Job Title	Classification	Schedule
3 within 24 hrs	First 72 hours	Team Lead Child and Youth Care Worker	Child and Youth Care Worker 2	24 hour operation Day shift – 7:00am -3:00pm Evening Shift , 3:00pm-11:00pm Night Shift 11pm to 7:00am
4 within 24 hrs	After 72 hours – 1 week			
5 within 24 hrs	After 1 week			

**Essential Service Work Functions**

- Ensures that the therapeutic and social environment is safe and secure and that the individual treatment plans are followed and are meeting the unique needs of each youth.
- Responsible for the day to day operation of the program/house and the supervision of Child and Youth Care Counsellor I's. This entails assigning, monitoring and assessing work and activities of Child and Youth Care Counsellor.
- Provides leadership, support, role modelling and expertise to the team they supervise.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
6 within 24 hrs	First 72 hours	Child and Youth Care Worker	Child and Youth Care Worker 1	24 hour operation Day shift – 7:00am -3:00pm Evening Shift , 3:00pm-11:00pm Night Shift 11pm to 7:00am
8 within 24 hrs	After 72 hours – 1 week			
10 within 24 hrs	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Provide direct services to support the needs of youth and their families.</li> <li>• Evaluate individual treatment plans, monitor and record behaviour</li> <li>• Provide input to the treatment team.</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

NORTH CENTRAL REGION

PROGRAM: CHILD INTERVENTION

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours – 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	1.5	1.5	1.5
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	0	13	17
Total number required to support the essential service operations	1.5	14.5	18.5

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: EDSON PROVINCIAL BUILDING

Address: Suite 100, 111 - 54 Street, Edson, AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Assessor	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
2	After 72 hours – 1 week			
2	After 1 week			
<b>Essential Service Work Functions</b>				

- Assessment of children/ youth to determine need for intervention and type of intervention
- Information gathering at intake phase is reviewed
- Develop case plan, provide interventions as required

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: HINTON PROVINCIAL BUILDING**

Address: 1<sup>st</sup> floor 131 Civic Centre Road, Hinton, Alberta

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Assessor	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Assessment of children/ youth to determine need for intervention and type of intervention
- Information gathering at intake phase is reviewed
- Develop case plan, provide interventions as required

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: WESTLOCK**

Address: 11304 - 99 Street, Westlock, AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Assessor	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
2	After 1 week			

**Essential Service Work Functions**

- Assessment of children/ youth to determine need for intervention and type of intervention
- Information gathering at intake phase is reviewed
- Develop case plan, provide interventions as required

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: ATHABASCA DUNIECE CENTRE**

Address: 3rd floor 4810 - 50 Street Athabasca, AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Assessor	Human Services Worker6	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Assessment of children/ youth to determine need for intervention and type of intervention
- Information gathering at intake phase is reviewed
- Develop case plan, provide interventions as required

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: LAC LA BICHE PROVINCIAL BUILDING**

9503 Beaverhill Road, Lac La Biche, AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Assessor	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
2	After 1 week			

**Essential Service Work Functions**

- Assessment of children/ youth to determine need for intervention and type of intervention
- Information gathering at intake phase is reviewed
- Develop case plan, provide interventions as required

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: COLD LAKE**

Address: 5013 - 51 STREET, Cold Lake, AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Assessor	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Assessment of children/ youth to determine need for intervention and type of intervention
- Information gathering at intake phase is reviewed
- Develop case plan, provide interventions as required

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: BONNYVILLE NEW PARK PLACE**

Address: 5201 - 44 Street, Bonnyville, AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Assessor	Human Services Worker6	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Assessment of children/ youth to determine need for intervention and type of intervention
- Information gathering at intake phase is reviewed
- Develop case plan, provide interventions as required

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: ST. PAUL PROVINCIAL BUILDING**

Address: 2nd floor 5025 - 49 Avenue St. Paul, AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Assessor	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
2	After 1 week			

**Essential Service Work Functions**

- Assessment of children/ youth to determine need for intervention and type of intervention.
- Information gathering at intake phase is reviewed.
- Develop case plan, provide interventions as required.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: VEGREVILLE**

Address: 5341-50 Avenue, Vegreville

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Assessor	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Assessment of children/ youth to determine need for intervention and type of intervention.
- Information gathering at intake phase is reviewed.
- Develop case plan, provide interventions as required.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: WHITECOURT MIDTOWN MALL**

Address: 2nd Floor 5115 - 49 Street, Whitecourt, AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Assessor	Human Services Worker6	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
2	After 1 week			

**Essential Service Work Functions**

- Assessment of children/ youth to determine need for intervention and type of intervention.
- Information gathering at intake phase is reviewed.
- Develop case plan, provide interventions as required.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.



LOCATION: BARRHEAD PROVINCIAL BUILDING

Address 6203 - 49 Street, Barrhead, AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Assessor	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Assessment of children/ youth to determine need for intervention and type of intervention.
- Information gathering at intake phase is reviewed.
- Develop case plan, provide interventions as required.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

LOCATION: ALEXIS COMMUNITY OFFICE

Address: Glenevis, AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Assessor	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Assessment of children/ youth to determine need for intervention and type of intervention.
- Information gathering at intake phase is reviewed.
- Develop case plan, provide interventions as required.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

PROGRAM: YOUTH ASSESMENT CENTRE

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	0	0	0
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	9 per 24 hours	9 per 24 hours	9 per 24 hours

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: YOUTH ASSESSMENT CENTRE**

Address: 9540 - 94 AVENUE, Lac La Biche, AB

DESW	Duration	Job Title	Classification	Schedule
3 per shift	First 72 hours	Team Lead Child and Youth Care	Child and Youth Care Counsellors 2	24 / 7 Operation Day Shift (6:45 am – 3:00pm) Evening Shift (2:45 pm to 11:00pm) Night Shift (and 10:45 pm to 7:00am)
3 per shift	After 72 hours – 1 week	Worker		
3 per shift	After 1 week			

**Essential Service Work Functions**

- Ensures that the therapeutic and social environment is safe and secure and that the individual treatment plans are followed and are meeting the unique needs of each youth.
- Responsible for the day to day operation of the program/house and the supervision of Child and Youth Care Counsellor I's. This entails assigning, monitoring and assessing work and activities of Child and Youth Care Counsellors.
- Provides leadership, support, role modelling and expertise to the team they supervise.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
2	First 72 hours	Child and Youth Care Worker	Child and Youth Care Counsellors 1	24 / 7 Operation Day Shift (6:45 am – 3:00pm) Evening Shift (2:45 pm to 11:00pm) Night Shift (and 10:45 pm to 7:00am)
6	After 72 hours – 1 week			
6	After 1 week			

**Essential Service Work Functions**

- Provide direct services to support the needs of youth and their families.
- Evaluate individual treatment plans, monitor and record behaviour.
- Provide input to the treatment team.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

NORTH EAST REGION

PROGRAM: CHILD INTERVENTION

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	1	1	1
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	4	8	11
Total number required to support the essential service operations	5	9	12

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: FORT MCMURRAY PROVINCIAL BUILDING**

Address: 8<sup>th</sup> Floor, 9915 Franklin Avenue, Fort McMurray, AB

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Casework	Human Services	Monday to Friday 8:15am-4:30pm
2	After 72 hours - 1 week	Supervisors	Worker 7	
2	After 1 week			

**Essential Service Work Functions**

- Provide support and direction to the social workers and administrative staff.
- Ensure services are delivered in accordance with accepted practices within guidelines prescribed by Ministerial policy and procedure and legislation that clients receive appropriate services.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Assessors	Human Services	Monday to Friday 8:15am-4:30pm
2	After 72 hours - 1 week		Worker 6	
3	After 1 week			

**Essential Service Work Functions**

- Assessment of children/ youth to determine need for intervention and type of intervention.
- Information gathering at intake phase is reviewed.
- Develop case plan, provide interventions as required.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Caseworkers	Human Services Worker 5	Monday to Friday 8:15am-4:30pm
2	After 72 hours - 1 week			
3	After 1 week			

**Essential Service Work Functions**

- Engages child/youth, family and community supports to reduce risk to child/youth, promote permanency and better outcomes for child/youth and families.
- Establishes or enhances existing relationships and partnerships in order to provide services to children and their families.
- The Caseworker is also responsible for preparing parents and children for court and preparing all necessary court documents.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Admin Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
2	After 72 hours - 1 week			
3	1 week - 3 weeks			

**Essential Service Work Functions**

- providing support to caseworkers such as filing,
- Obtain urgent information
- arranging client transportation,
- processing of payments
- reception

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

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**DEPARTMENT: COMMUNITY AND SOCIAL SERVICES**

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>		
	<b>Short term (first 72 hours)</b>	<b>Medium term (72 hours - 1 week)</b>	<b>Long term (After 1 week)</b>
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	88	89	89
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>			
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	621	709	786
Total number required to support the essential service operations. (not including Shared Services)	709	798	875

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

There are locations within Community and Social Services that deliver an Alberta Support model. This is a service pan-program that helps Albertans access over 30 social programs and 120 community services through a common access point. Alberta Supports Centers help clients access programs included in this document such as Alberta Works, Assured Income for Severely Handicapped, Disability Services.

***Delivery Services***

**EDMONTON REGION**

**PROGRAM: ALBERTA WORKS**

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>		
	<b>Short term (first 72 hours)</b>	<b>Medium term (72 hours - 1 week)</b>	<b>Long term (After 1 week)</b>
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	4	5	5
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	60	79	95
Total number required to support the essential service operations	64	84	100

**Foreseeable Changes:**

Work site locations have been closed and limited offices will be open during a work stoppage. This may require modification during the work stoppage depending on client accessibility and needs. In the event it becomes necessary to open additional offices management resources will be re-located first prior to any bargaining unit employees.

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: CITY CENTRE**

Address: 4<sup>th</sup> floor, 10242 - 105 St Edmonton, AB

DESW	Duration	Job Title	Classification	Schedule
3	First 72 hours	Supervisor	Program Services 4	Monday to Friday 8:15am-4:30pm
4	After 72 hours – 1 week			
4	After 1 week			

**Essential Service Work Functions**

- Supervision of staff.
- Seeing clients as required for Income Support eligibility assessment and the issuing of benefits (Specifically for financial assistance to meet basic needs i.e. food, shelter, health etc.)
- Deal with client emergencies as required.

**Foreseeable changes**

- See above changes to required number of DESW after a period of time

DESW	Duration	Job Title	Classification	Schedule
16	First 72 hours	Career and Employment Consultant	Program Services 3	Monday to Friday 8:15am-4:30pm
20	After 72 hours – 1 week			
25	After 1 week			

**Essential Service Work Functions**

- Determine initial income support eligibility, and they would also be expected to complete eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need.
- Crisis intervention.

**Foreseeable changes**

See above changes to required number of DESW after a period of time. .

DESW	Duration	Job Title	Classification	Schedule
5	First 72 hours	Support and Financial Services Coordinator	Program Services 1	Monday to Friday 8:15am-4:30pm
8	After 72 hours – 1 week			
8	After 1 week			

**Essential Service Work Functions**

- Issuance of income support benefits to clients.
- Review eligibility for ongoing financial benefits and supplementary benefits for active income support clients and issuance of these benefits (generate cheque or direct deposit).
- Crisis intervention–connect clients to community resources.

<b>Foreseeable changes</b>
See above changes to required number of DESW after a period of time

DESW	Duration	Job Title	Classification	Schedule
3	First 72 hours	Alberta Supports Coordinator	Program Services 1	Monday to Friday 8:15am-4:30pm
4	After 72 hours – 1 week			
4	After 1 week			

<b>Essential Service Work Functions</b>
<ul style="list-style-type: none"> <li>• Issue emergent benefits for active Income support clients.</li> <li>• Triage client to appropriate GOA programs for support and/or benefits.</li> <li>• Refer clients to appropriate community resources.</li> <li>• Crisis intervention.</li> </ul>
<b>Foreseeable changes</b>
See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Business Coordinator	Administration 1	Monday to Friday 8:15am-4:30pm
1	After 72 hours – 1 week			
1	After 1 week			

<b>Essential Service Work Functions</b>
<ul style="list-style-type: none"> <li>• Overseeing building issues such as physical accessibility issues for clients in the public space.</li> <li>• Ensure that any Occupational Health and Safety issues are documented and dealt with in accordance with legislation.</li> <li>• Vendor interactions that consist of dealing with issues related to payment and invoicing. The impact could result in services being stopped for vulnerable clients. Vendors include counsellors, medicals, housing.</li> <li>• Provide back-up to the Administrative Support 5 (Admin Supervisors)</li> <li>• Liaise with Pay and Benefits to ensure staff tracking activities are supported</li> <li>• Responding quickly to client telephone inquiries, especially those clients who are on our Support and Financial Services Coordinator Income Support caseloads.</li> <li>• Tracking and monitoring Action Requests.</li> </ul>

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Admin Supervisor	Administrative Support 5	Monday to Friday 8:15am-4:30pm
1	After 72 hours – 1 week			
2	After 1 week			

<b>Essential Service Work Functions</b>
<ul style="list-style-type: none"> <li>• Data entry of invoices related to both client service operations by administrative staff and electronic approval of invoice payment by administrative supervisor.</li> <li>• Supervision of administration staff.</li> </ul>
<b>Foreseeable changes</b>
See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Service Request Coordinator	Administrative Support 4	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Support IT needs staff on site and of clients using the computer system to contact AISH, Disability Services and or Alberta Works to complete their applications.
- Support onsite computer issues and report to GOA Helpdesk as needed

DESW	Duration	Job Title	Classification	Schedule
3	First 72 hours	Program Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
6	After 72 hours - 1 week			
7	After 1 week			

**Essential Service Work Functions**

- Reception duties, answering calls from clients to respond to inquiries that have been re-directed from the contact centre.
- Reception functions as the first contact with our clients through phone or walk-ins.
  - Determine which services are critical (emergent), and prioritize.
- Communicating the type of services we provide and ensuring a staff member attends to their needs
- Manage P card for emergency benefits.
- Type of queries the role would respond to include questions about benefits, why didn't benefits get issued, why is the benefit received lower?
- Need to file or action certain paperwork in order for other DESW to do their functions.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: EDMONTON, NORTHGATE MALL**

Address: 2050 Northgate Centre, 9499 - 137 Ave, Edmonton, AB

DESW	Duration	Job Title	Classification	Schedule
2	First 72 hours	Supervisor	Program Services 4	Monday to Friday 8:15am-4:30pm
3	After 72 hours - 1 week			
4	After 1 week			

**Essential Service Work Functions**

- Supervision of staff.
- Seeing clients as required for Income Support eligibility assessment and the issuing of benefits (Specifically for financial assistance to meet basic needs i.e. food, shelter, health etc.)
- Deal with client emergencies as required.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
15	First 72 hours	Career and Employment Consultant	Program Services 3	Monday to Friday 8:15am-4:30pm
19	After 72 hours - 1 week			
25	After 1 week			

**Essential Service Work Functions**

- Determine initial income support eligibility, and they would also be expected to complete eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need.
- Crisis intervention.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
3	First 72 hours	Alberta Supports Coordinator	Program Services 1	Monday to Friday 8:15am-4:30pm
5	After 72 hours - 1 week			
5	After 1 week			

**Essential Service Work Functions**

- Issue emergent benefits for active Income support clients.
- Triage client to appropriate GOA programs for support and/or benefits.
- Refer clients to appropriate community resources.
- Crisis intervention.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Business Coordinator	Administration 1	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Overseeing building issues such as physical accessibility issues for clients or public space.
- Ensure that any Occupational Health and Safety issues are documented and dealt with in accordance with legislation.
- Vendor interactions that consist of dealing with issues related to payment and invoicing. The impact could result in services being stopped for vulnerable clients. Vendors include counsellors, medicals, housing.
- Provide back-up to the Administrative Support 5 (Admin Supervisors)
- Liaise with Pay and Benefits to ensure staff tracking activities are supported
- Responding quickly to client telephone inquiries, especially those clients who are on our Support and Financial Services Coordinator Income Support caseloads.
- Tracking and monitoring Action Requests.

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Admin Supervisor	Administrative Support 5	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
2	After 1 week			

**Essential Service Work Functions**

- Assignment of Administrative Support 3 staff/duties, assisting Albertans in the Alberta Supports Centre, vendor/third party payments (related to client benefits).
- Issue medical and landlord payments.
- Perform Administrative Support 3 work as needed.
- Responsible for approving direct deposit information on client files.
- Troubleshooting issues related to data entry.
- Managing controlled items i.e. (bus tickets, signature verification forms, client prescriptions etc.)

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Service Request Coordinator	Administrative Support 4	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- System support to DESW staff both onsite and offsite staff.
- Responsible to ensure staff systems are operating at all times. This also includes printers and cell phones.

DESW	Duration	Job Title	Classification	Schedule
4	First 72 hours	Program Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
4	After 72 hours - 1 week			
5	After 1 week			

**Essential Service Work Functions**

- Provide Reception/ public response by telephone; assist Albertans within the Alberta Support Centres i.e. using computers, booking appointments etc.
- Uploading files into the Common Service Delivery SharePoint site for data entry and sending out the client package once benefits have been issued.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**PROGRAM: ASSURED INCOME FOR THE SEVERELY HANDICAPPED (AISH)**

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>		
	<b>Short term (first 72 hours)</b>	<b>Medium term (72 hours - 1 week)</b>	<b>Long term (After 1 week)</b>
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	3	3	3
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	10	25	33
Total number required to support the essential service operations	13	28	36

**Foreseeable changes**

Work site locations have been closed and limited offices will be open during a work stoppage. This may require modification during the work stoppage depending on client accessibility and needs. In the event it becomes necessary to open additional offices management resources will be re-located first prior to any bargaining unit employees.

**Terms and Conditions**

Essential Services will be offered out of AISH Edmonton Region location. With walk in services consolidated to AISH Edmonton office staff would be required to work from worksites that may not be their designated home worksite.

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: EDMONTON AISH OFFICE**

Address: 12323 Stony Plain Road, Edmonton

<b>DESW</b>	<b>Duration</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
2	First 72 hours	AISH Supervisor	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
3	After 72 hours - 1 week			
4	After 1 week			

**Essential Service Work Functions**

- Supervision of staff.
- Support front line functions with higher level of decision making authority and benefit approval.
- Benefit approval – higher level of authority.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

<b>DESW</b>	<b>Duration</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
6	First 72 hours	AISH Generalist	Human Services Worker 3	Monday to Friday 8:15am-4:30pm
18	After 72 hours - 1 week			
23	After 1 week			

<b>Essential Service Work Functions</b>
<ul style="list-style-type: none"> <li>Review eligibility for ongoing financial benefits and supplementary benefits for active AISH recipients and issuance of these benefits (generate cheque or direct deposit).</li> <li>AISH eligibility assessments for palliative applicants.</li> <li>Applicant data input into CCD and LISA systems to generate an electronic file or to download an existing file and generate the cheque or direct deposit.</li> </ul>
<b>Foreseeable changes</b>
See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Admin Supervisor	Administrative Support 5	Monday to Friday 8:15am-4:30pm
2	After 72 hours - 1 week			
2	After 1 week			

<b>Essential Service Work Functions</b>
<ul style="list-style-type: none"> <li>Risk management – cheque printing.</li> <li>Managing/paying vendors for client services to ensure that services received by AISH recipients are not interrupted.</li> <li>Supervision of staff and high level of function authority.</li> <li>Processing client documents/file transfers.</li> </ul>
<b>Foreseeable changes</b>
See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Admin Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
2	After 72 hours - 1 week			
4	After 1 week			

<b>Essential Service Work Functions</b>
<ul style="list-style-type: none"> <li>Reception duties, answering calls from clients to respond to inquiries that have been re-directed from the contact centre.</li> <li>Respond to AISH information requests such as concerns from clients, and stakeholders assisting clients to ensure emergency situations are managed.</li> <li>Data entry of invoices related to client services to ensure emergency needs are met.</li> <li>After one week data entry of invoices related to purchases and office operations</li> </ul>
<b>Foreseeable changes</b>
See above changes to required number of DESW after a period of time.



PROGRAM: DISABILITY SERVICES

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	5	5	5
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	25	25	25
Total number required to support the essential service operations	30	30	30

**Foreseeable changes**

Work site locations have been closed and limited offices will be open during a work stoppage. This may require modification during the work stoppage depending on client accessibility and needs. In the event it becomes necessary to open additional offices management resources will be re-located first prior to any bargaining unit employees.

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: PARK PLAZA OFFICE**

Address: 10611-98 Avenue, Edmonton, Alberta

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Service Access Coordinator	Human Services Worker 7	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Connecting client service request to service providers
- Initiate client service agreements
- Urgent case response

DESW	Duration	Job Title	Classification	Schedule
5	First 72 hours	Casework Supervisors	Human Services Worker 7	Monday to Friday 8:15am-4:30pm
5	After 72 hours - 1 week			
5	After 1 week			

**Essential Service Work Functions**

- Supervision of staff.
- Assist on complex case files.
- Issue payments to service provider or Family Managed Services (FMS) urgent case response.

DESW	Duration	Job Title	Classification	Schedule
10	First 72 hours	Caseworkers	Human Services Worker 5	Monday to Friday 8:15am-4:30pm
10	After 72 hours - 1 week			
10	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Submission of service access documents.</li> <li>• Creation of outcome plan, and ongoing case management.</li> <li>• Urgent case response.</li> </ul>				
<b>Terms and Conditions</b>				
<p>Essential Services will be offered out of Park Plaza Edmonton Region location. With services consolidated to Park plaza location Edmonton office staff would be required to work from worksites that may not be their designated home worksite. Available worksites will be: AB Supports, Northgate Office Address: Mall2050 Northgate Centre, 9499 - 137 Avenue and Alberta Supports City Centre office address: 4fl, 10242 - 105 St Edmonton, AB and various Edmonton Region - Children's Services Offices.</p>				

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Behavioural Consultant	Human Services Worker 5	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Work with our high complex behavioural clients – case management, and support to families and agencies.</li> <li>• Creation of outcome plan, and ongoing case management.</li> <li>• Urgent case response.</li> </ul>				

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Financial Support Worker, Family Managed Services	Human Services Worker 1	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Create and review the Family Managed Services payments.</li> <li>• Create and review the Family Managed Services Agreements.</li> <li>• Payment agreement functions</li> </ul>				

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Finance Coordinator	Administration 1	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Payment agreement functions including:
  - Review of all agreements and amendments for calculation amounts, validity of services, policy and legislative parameters;
  - Print and send documents for signature,
  - Monitor/track documents when returned and submit for expenditure officer approval,
  - Issues management including e-mails and phone calls to families and fund administrators.
- Manage submission of claims to meet policy requirements for payments in a timely manner.
- Release Family Managed Services payments and agency (service provider) payments.
- Manage access to all trustee client accounts.

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Business	Administrative	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week	Manager	Support 6	
1	After 1 week			

**Essential Service Work Functions**

- Payment agreement functions that relate to payment and invoicing of vendors to ensure continuation of benefits for vulnerable clients.
- Provide coverage for the Admin functions.
- Overseeing building issues such as physical accessibility issues for clients in the public space.
- Ensure that any Occupational Health and Safety issues are documented and dealt with in accordance with legislation.

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Financial Clerk	Administrative	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week	Supervisor	Support 5	
1	After 1 week			

**Essential Service Work Functions**

- Payment agreement functions such as processing and releasing payments for Persons with Developmental Disabilities (PDD) Family Managed Services agreements to funds administrators and Agreements under the Family Supports for Children with Disabilities (FSCD) program.
- Supervision of the payment staff (Administrative Support 3)
- Provide coverage for the Admin functions
- Provide coverage for the payment functions

DESW	Duration	Job Title	Classification	Schedule
3	First 72 hours	Financial Clerk	Administrative	Monday to Friday 8:15am-4:30pm
3	After 72 hours - 1 week	Family Support for Children with	Support 3	
3	After 1 week	Disabilities (FSCD)		

**Essential Service Work Functions**

- Payment agreement functions - Entering invoice information for Family Support for Children with Disabilities clients and service providers.
- Handling client inquiries
- Manage reception and responding to client walk-ins and phone calls.
  - Communicating the type of service provided and ensuring a staff member attends to their needs.
  - Queries from clients include eligibility for financial support.

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Financial Clerk Family Managed Services	Administrative Support 4	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Payment agreement functions such as:
  - Creation of contracts related to services
- Data entry in order to allow for payments,
- Create cash advances for Family Managed Services clients

**PROGRAM: RESIDENTIAL SUPPORT SERVICES**

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	3	3	3
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	73 Within 24 hrs.	73 within 24 hrs.	73 Within 24 hrs.
Total number required to support the essential service operations	<b>76</b>	<b>76</b>	<b>76</b>

**Foreseeable changes**

Balwin Community Home (Adult Respite) 12817 - 73 Street CLOSED; Hardisty Community Home (Children's Respite) 10624 - 59 Street CLOSED. This may require modification during the work stoppage depending on client accessibility and needs. Children and adults within the Disability Services program requiring emergency placement due to circumstances such as child apprehension, family breakdown, and housing/staffing resource not available.

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: ROSECREST CHILDREN'S HOME**

Address: 10205 - 134 Avenue, Edmonton, AB

DESW	Schedule – shift dependent on operational need	Job Title	Classification
1	Day Shift 07:00 - 15:15 hrs	Nurse	Medical and Health 2
1	Evening Shift 15:00 - 23:15 hrs		
	Overnight - 23:00 to 07:15 hrs		

**Essential Service Work Functions**

- Front line lead staff delivering direct care (24/7) for medically fragile dependent children to ensure health and life sustaining measures is completed through regulated care (nursing).
- Ensures care plans are developed, implemented, monitored and adjusted as needed.
- Liaison with on call Doctor and medical professionals- multi disciplinary team member.

DESW	Schedule	Job Title	Classification
1	Monday to Friday Day Shift 07:00 - 15:15 hrs or 08:00 - 16:15	Regulated Nursing Care	Medical and Health 3

**Essential Service Work Functions**

- Front line lead staff delivering direct care (24/7) for medically fragile dependent children to ensure health and life sustaining measures is completed through regulated care (nursing).
- Ensures care plans are developed, implemented, monitored and adjusted as needed.
- Liaison with on call Doctor and medical professionals- multi disciplinary team member.

DESW	Schedule	Job Title	Classification
4	Day Shift - 07:00 to 15:15	Individual Support Worker	Individual Support 2
4	Evening Shift - 15:00 to 23:15		
4	Overnight - 23:00 to 07:15		

**Essential Service Work Functions**

- Front line support on shift. Provides necessities of life to dependent individuals
- Administers medication and completes delegated tasks (g-tube feeding, suctioning, etc.)
- Implements meaningful activities based on age and stage. Client Centered planning
- Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being

DESW	Schedule	Job Title	Classification
1	Day Shift - 07:00 to 15:15	Facility Support	Facility Support 2

**Essential Service Work Functions**

- Food Prep and preparing children's specialized diets.
- Cleaning, sanitization, and overall housekeeping of Rosecrest Home (Facility)
- Provides assistance with facility and community home situations in relation to job profile

DESW	Schedule	Job Title	Classification
2	Day Shift - 07:00 to 15:15	Facility Support	Facility Support 2
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Cleaning, sanitization, and overall housekeeping of Rosecrest Home (Facility)</li> <li>• Maintenance of equipment, ordering of supplies &amp; materials (medical, essential needs, food, etc.)</li> <li>• Delivery of medical equipment to other worksites including community homes (12)</li> <li>• Provides assistance with facility and community home situations in relation to job profile</li> </ul>			

**LOCATION: BEVERLY COMMUNITY HOME**  
Address: 3641 112 Avenue, Edmonton, AB

DESW	Schedule	Job Title	Classification
2	Day Shift 07:00 - 15:15 hrs	Individual Support	Individual Support 2
2	Evening Shift 15:00 - 23:15 hrs	Worker	
1	Overnight 23:00 - 07:15 hrs		
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Front line support on shift. Provides necessities of life to dependent individuals.</li> <li>• Administers medication and completes delegated tasks (g-tube feeding, suctioning, etc.)</li> <li>• Implements meaningful activities based on age and stage. Client Centered planning.</li> <li>• Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being.</li> </ul>			

**LOCATION: CITYVIEW COMMUNITY HOME**  
Address: 12924 - 108 Street, Edmonton, AB

DESW	Schedule	Job Title	Classification
2	Day Shift 07:00- 15:15 hrs	Individual Support	Individual Support 2
2	Evening Shift 15:00 - 23:15hrs	Worker	
1	Overnight 23:00 -07:15 hrs		
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Front line support on shift. Provides necessities of life to dependent individuals.</li> <li>• Administers medication and completes delegated tasks (g-tube feeding, suctioning, etc.)</li> <li>• Implements meaningful activities based on age and stage. Client Centered planning.</li> <li>• Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being.</li> </ul>			

**LOCATION: GLENWOOD COMMUNITY HOME**

Address: 9739 – 157 Street, Edmonton, AB

DESW	Schedule	Job Title	Classification
2	Day Shift 07:00 - 15:15 hrs	Individual Support Worker	Individual Support 2
2	Evening Shift 15:00 - 23:15 hrs		
1	Overnight - 23:00 - 07:15 hrs		
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Front line support on shift. Provides necessities of life to dependent individuals</li> <li>• Administers medication and completes delegated tasks (g-tube feeding, suctioning, etc.)</li> <li>• Implements meaningful activities based on age and stage. Client Centered planning</li> <li>• Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being</li> </ul>			

**LOCATION: NEW DELTON COMMUNITY HOME**

Address: 12823 – 67 Avenue, Edmonton, AB

DESW	Schedule	Job Title	Classification
2	Day Shift 07:00 - 15:15 hrs	Individual Support Worker	Individual Support 2
2	Evening Shift 15:00 - 23:15 hrs		
1	Overnight - 23:00- 07:15 hrs		
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Front line support on shift. Provides necessities of life to dependent individuals</li> <li>• Administers medication and completes delegated tasks (g-tube feeding, suctioning, etc.)</li> <li>• Implements meaningful activities based on age and stage. Client Centered planning</li> <li>• Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being</li> </ul>			

**LOCATION: HOLYROOD COMMUNITY HOME**

Address: 9654 – 79 Street, Edmonton, AB

DESW	Schedule	Job Title	Classification
2	Day Shift 07:00 - 15:15 hrs	Individual Support Worker	Individual Support 2
2	Evening Shift 15:00 - 23:15 hrs		
1	Overnight 23:00 - 07:15 hrs		
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Front line support on shift. Provides necessities of life to dependent individuals</li> <li>• Administers medication and completes delegated tasks (g-tube feeding, suctioning, etc.)</li> <li>• Implements meaningful activities based on age and stage. Client Centered planning</li> <li>• Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being</li> </ul>			

**LOCATION: JASPER PARK COMMUNITY HOME**

Address: 9031 – 151 Street, Edmonton, AB

DESW	Schedule	Job Title	Classification
2	Day Shift 07:00 - 15:15 hrs	Individual Support Worker	Individual Support 2
2	Evening Shift 15:00 - 23:15 hrs		
1	Overnight 23:00- 07:15 hrs		
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Front line support on shift. Provides necessities of life to dependent individuals.</li> <li>• Administers medication and completes delegated tasks (g-tube feeding, suctioning, etc.).</li> <li>• Implements meaningful activities based on age and stage. Client Centered planning.</li> <li>• Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being.</li> </ul>			

**LOCATION: KING EDWARD PARK COMMUNITY HOME**

Address: 7127 – 79 Avenue, Edmonton, AB

DESW	Schedule	Job Title	Classification
2	Day Shift 07:00 - 15:15 hrs	Individual Support Worker	Individual Support 2
2	Evening Shift 15:00 - 23:15 hrs		
2	Overnight 23:00 - 07:15 hrs		
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Front line support on shift. Provides necessities of life to dependent individuals</li> <li>• Administers medication and completes delegated tasks (g-tube feeding, suctioning, etc.)</li> <li>• Implements meaningful activities based on age and stage. Client Centered planning</li> <li>• Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being</li> </ul>			

**LOCATION: MCKERNAN COMMUNITY HOME**

Address: 10920 – 74 Avenue, Edmonton, AB

DESW	Schedule	Job Title	Classification
2	Day Shift 07:00 - 15:15 hrs	Individual Support Worker	Individual Support 2
2	Evening Shift 15:00 - 23:15 hrs		
1	Overnight 23:00- 07:15 hrs		
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Front line support on shift. Provides necessities of life to dependent individuals</li> <li>• Administers medication and completes delegated tasks (g-tube feeding, suctioning, etc.)</li> <li>• Implements meaningful activities based on age and stage. Client Centered planning</li> <li>• Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being</li> </ul>			



**LOCATION: MILLHURST COMMUNITY HOME**

Address: 5110 – 19 Avenue, Edmonton, AB

DESW	Schedule	Job Title	Classification
2	Day Shift - 07:00 - 15:15 hrs	Individual Support Worker	Individual Support 2
2	Evening Shift 15:00 - 23:15 hrs		
1	Overnight 23:00 - 07:15 hrs		
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Front line support on shift. Provides necessities of life to dependent individuals</li> <li>• Administers medication and completes delegated tasks (g-tube feeding, suctioning, etc.)</li> <li>• Implements meaningful activities based on age and stage. Client Centered planning</li> <li>• Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being</li> </ul>			

**LOCATION: WOODVALE COMMUNITY HOME**

Address: 6346 – 34 A Avenue, Edmonton, AB

DESW	Schedule	Job Title	Classification
2	Day Shift 07:00 - 15:15 hrs	Individual Support Worker	Individual Support 2
2	Evening Shift 15:00 -23:15 hrs		
1	Overnight 23:00- 07:15 hrs		
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Front line support on shift. Provides necessities of life to dependent individuals</li> <li>• Administers medication and completes delegated tasks (g-tube feeding, suctioning, etc.)</li> <li>• Implements meaningful activities based on age and stage. Client Centered planning</li> <li>• Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being</li> </ul>			

**Note:** The below DESW's will assist with Supervising the below multiple sites and will be deployed to anyone of the following Community Homes: **Beverly** – 3641-112 Ave , **Cityview**-12924-108 St, **Glenwood**- 9739-157 St, **New Delton**-12823-67St,, **Holyrood**- 9654-79 St, **Jasper Park**- 9031-151 St, **King Edward Park**- 7127-79 Ave, **McKernan**- 10920-74 Ave, **Millhurst**- 5110=19 Ave, **Woodvale**- 6346-34 A Ave

DESW	Schedule	Job Title	Classification
	Monday to Friday (only) shift dependent on operational need		
1	Day Shift 07:00- 15:15 hrs	Supervisor	Rehab 2
	Evening Shift 15:00 - 23:15 hrs		
	Overnight 23:00 - 07:15 hrs		
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Oversees community home team, resident care and acts as primary liaison to staff &amp; management</li> <li>• Responsible for schedules, timesheets, and overall management of 24/7 front line staffing</li> <li>• Responsible applying and sustaining requirements for Legislation, Regulation, Guidelines, Policies, etc. as required</li> <li>• Main liaison for resident situations between staff, guardians, and management.</li> </ul>			

DESW	Schedule	Job Title	Classification
	Monday to Friday (only) - shift dependent on operational need		
2	Day Shift 07:00 - 15:15 hrs	Program Coordinators	Rehab 3
	Evening Shift 15:00 - 23:15 hrs		
	Overnight 23:00 - 07:15 hrs		
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Supervision of front line Individual Support 2 staff</li> </ul>			

LOCATION: PARK PLAZA OFFICE  
Address: 10611-98 Avenue, Edmonton, Alberta

DESW	Schedule	Job Title	Classification
1	Monday to Friday 8:15am-4:30pm	Trustee Account Administrator	Administrative Support 04
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Client trust account and finance management for clients.</li> <li>Processes all client trust account request for daily essential needs i.e. medication, supplements, GTube feed tubes, pads, liners, clothing and other essential supplies.</li> </ul>			

### CALGARY REGION

#### PROGRAM: JOB CORPS

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	1	1	1
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	1	1	1
Total number required to support the essential service operations	<b>2</b>	<b>2</b>	<b>2</b>

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: AB JOB CORPS**  
Address: 3805-29 Street NE, Calgary

DESW	Job Title	Classification	Schedule
1	Business Coordinator	Administrative Support 6	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Data entry of hours worked for Job Corps wage client trainee.</li> <li>Submits payroll entries into IMAGIS for payroll processing.</li> </ul>			

**PROGRAM: ALBERTA WORKS**

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	6	6	6
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	63	63	63
Total number required to support the essential service operations	<b>69</b>	<b>69</b>	<b>69</b>

**Foreseeable changes**

Work site locations have been closed and limited offices will be open during a work stoppage. This may require modification during the work stoppage depending on client accessibility and needs. In the event it becomes necessary to open additional offices management resources will be re-located first prior to any bargaining unit employees.

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: ONE EXECUTIVE PLACE**  
Address: 1818 Crowchild Trail NW

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Supervisor	Program Services 4	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Supervision of staff</li> <li>Seeing clients as required for Income Support eligibility assessment and the issuing of benefits (Specifically for financial assistance to meet basic needs i.e. food, shelter, health etc.)</li> <li>Deal with client emergencies as required.</li> </ul>				

DESW	Duration	Job Title	Classification	Schedule
24	First 72 hours	Career and Employment Consultant	Program Services 3	Monday to Friday 8:15am-4:30pm
24	After 72 hours - 1 week			
24	After 1 week			

#### Essential Service Work Functions

- Determine initial income support eligibility, and they would also be expected to complete eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need.
- Crisis intervention

DESW	Duration	Job Title	Classification	Schedule
4	First 72 hours	Alberta Supports Coordinator	Program Services1	Monday to Friday 8:15am-4:30pm
4	After 72 hours - 1 week			
4	After 1 week			

#### Essential Service Work Functions

- Issue emergent benefits for active Income support clients
- Triage client to appropriate GOA programs for support and/or benefits
- Refer clients to appropriate community resources
- Crisis intervention

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Business Coordinator	Administration 1	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

#### Essential Service Work Functions

- Overseeing building issues such as physical accessibility issues for clients in the public space.
- Ensure that any Occupational Health and Safety issues are documented and dealt with in accordance with legislation.
- Vendor interactions that consist of dealing with issues related to payment and invoicing. The impact could result in services being stopped for vulnerable clients. Vendors include counsellors, medicals, housing.
- Provide back-up to the Administrative Support 5 (Admin Supervisors)
- Liaise with Pay and Benefits to ensure staff tracking activities are supported
- Responding quickly to client telephone inquiries, especially those clients who are on our SFSC Income Support caseloads
- Tracking and monitoring Action Requests

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

#### Essential Service Work Functions

- Reception functions as the first contact with our clients through phone or walk-ins.
  - Determine which services are critical (emergent), and prioritize.
- Communicating the type of services we provide and ensuring a staff member attends to their needs
- Respond to queries from clients such as questions about benefits (Why didn't benefits get issued? Why is the benefit received lower?)
- File or action certain paperwork in order for other DESW to do their functions and prioritize what needs to be dealt with.

LOCATION: WESTLAND BUILDING  
Address: 2752 Sunridge Way NE, Calgary

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Supervisor	Program Services4	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

#### Essential Service Work Functions

- Supervision of staff.
- Seeing clients as required for Income Support eligibility assessment and the issuing of benefits (Specifically for financial assistance to meet basic needs i.e. food, shelter, health etc.)
- Deal with client emergencies as required.

DESW	Duration	Job Title	Classification	Schedule
25	First 72 hours	Career and Employment Consultant	Program Services3	Monday to Friday 8:15am-4:30pm
25	After 72 hours - 1 week			
25	After 1 week			

#### Essential Service Work Functions

- Determine initial income support eligibility, and they would also be expected to complete eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need.
- Crisis intervention.

DESW	Duration	Job Title	Classification	Schedule
4	First 72 hours	Alberta Supports Coordinator	Program Services1	Monday to Friday 8:15am-4:30pm
4	After 72 hours - 1 week			
4	After 1 week			

#### Essential Service Work Functions

- Issue emergent benefits for active Income support clients.
- Triage client to appropriate GOA programs for support and/or benefits.
- Refer clients to appropriate community resources.
- Crisis intervention.

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Business Coordinator	Administration 1	Monday to Friday 8:15am-4:30pm
1	After 72 hours- 1 week			
1	After 1 week			

#### Essential Service Work Functions

- Overseeing building issues such as physical accessibility issues for clients in the public space.
- Ensure that any Occupational Health and Safety issues are documented and dealt with in accordance with legislation.
- Vendor interactions that consists of dealing with issues related to payment and invoicing. The impact could result in services being stopped for vulnerable clients. Vendors include counsellors, medicals, housing.
- Provide back-up to the Administrative Support 5 (Admin Supervisors)
- Liaise with Pay and Benefits to ensure staff tracking activities are supported
- Responding quickly to client telephone inquiries, especially those clients who are on our Support and Financial Services Coordinator Income Support caseloads
- Tracking and monitoring Action Requests

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

#### Essential Service Work Functions

- Reception functions as the first contact with our clients through phone or walk-ins.
  - Determine which services are critical (emergent), and prioritize.
- Communicating the type of services we provide and ensuring a staff member attends to their needs
- Respond to queries from clients such as questions about benefits (Why didn't benefits get issued; why is the benefit received lower?)
- File or action certain paperwork in order for other DESW to do their functions and prioritize what needs to be dealt with. Uploading files into the Common Service Delivery SharePoint site for data entry and sending out the client package once benefits have been issued.

**PROGRAM: ASSURED INCOME FOR SEVERELY HANDICAPPED (AISH)**

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>		
	<b>Short term (first 72 hours)</b>	<b>Medium term (72 hours - 1 week)</b>	<b>Long term (After 1 week)</b>
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	3	3	3
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	10	25	33
Total number required to support the essential service operations	13	28	36

**Foreseeable changes**

Work site locations have been closed and limited offices will be open during a work stoppage. This may require modification during the work stoppage depending on client accessibility and needs. In the event it becomes necessary to open additional offices management resources will be re-located first prior to any bargaining unit employees.

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: CALGARY, WESTLAND PROFESSIONAL BUILDING**

Address: Second Floor, 2752 Sunridge Way N. E., Calgary, Alberta

<b>DESW</b>	<b>Duration</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
3	First 72 hours	AISH Supervisor	Human Services Worker6	Monday to Friday 8:15am-4:30pm
4	After 72 hours - 1 week			
5	After 1 week			

**Essential Service Work Functions**

- Supervision of staff
- Support front line functions with higher level of decision making authority and benefit approval
- Benefit approval - higher level of authority

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

<b>DESW</b>	<b>Duration</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
7	First 72 hours	AISH Generalist	Human Services Worker3	Monday to Friday 8:15am-4:30pm
20	After 72 hours - 1 week			
27	After 1 week			

<b>Essential Service Work Functions</b>
<ul style="list-style-type: none"> <li>Review eligibility for ongoing financial benefits and supplementary benefits for active AISH recipients and issuance of these benefits (generate cheque or direct deposit)</li> <li>AISH eligibility assessments for palliative applicants.</li> <li>Applicant data input into CCD and LISA systems to generate an electronic file or to download an existing file and generate the cheque or direct deposit</li> </ul>
<b>Foreseeable changes</b>
See above changes to required number of DESW after a period of time. *Work site locations have been closed and limited offices will be open during a work stoppage. This may require modification during the work stoppage depending on client accessibility and needs.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Supervisor	Administrative Support 5	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

<b>Essential Service Work Functions</b>
<ul style="list-style-type: none"> <li>Risk management – cheque printing</li> <li>Managing/paying Vendors for client services</li> <li>Supervision of staff and high level of function authority</li> <li>Processing client documents/file transfers</li> </ul>
<b>Foreseeable changes</b>
See above changes to required number of DESW after a period of time. *Work site locations have been closed and limited offices will be open during a work stoppage. This may require modification during the work stoppage depending on client accessibility and needs.

**PROGRAM: DISABILITY SERVICES: GRADUATED SUPPORTS**

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	3	3	3
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	44 within a 24 hr. period	44 within a 24 hour period	44 within a 24 hour period
Total number required to support the essential service operations	47	47	47

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.



**LOCATION: BOW PARK COURT**

Address: Main Floor, 220 Scenic Bow Place N. W. Calgary, Alberta

DESW	Schedule	Job Title	Classification
1	Day Shift - 07:00 to 15:22	Team Supervisor	Rehab 2
1	Afternoon Shift - 13:00 to 21:22		

**Essential Service Work Functions**

- Completes daily rounds to ensure safety of individuals and employees
- Provides assistance to employees
- Ensures Health and Safety
- Provides direction in emergency situations

**Terms and Conditions**

Rehab 2's are not assigned a specific home. They provide support to all homes.

DESW	Schedule	Job Title	Classification
	Monday - Friday shift dependent on operational need		
1	Day Shift 07:00 - 15:22 hrs	Nurse	Medical and Health 1
	Afternoon Shift 13:00 -21:22 hrs		

**Essential Service Work Functions**

- Completes rounds of all homes to ensure the medical health and safety of the individuals.
- Ensures care plans are monitored and developed as needed.
- Liaison with on call Doctor.
- Can provide bloodwork and other medical procedures as needed.
- Provides assistance for emergency situations.

**Terms and Conditions**

The Nurse position is not assigned to a specific home; they provide support to all homes.

DESW	Schedule	Job Title	Classification
1	Day shift – 8:15am to 4:30pm	Equipment Operator	Equipment Operations 2

**Essential Service Work Functions**

- Oversee the maintenance of the building.
- Ensure work orders are maintained for safe working environment.
- Ensure vehicles are in working order.
- Provides assistance with emergency situations.

**LOCATION: SCENIC BOW PLACE**

Group Home Address: Suite C, 200, Scenic Bow Place NW, Calgary, AB

DESW	Schedule	Job Title	Classification
2	Day Shift - 07:00 to 15:22	Individual Support	Individual Support 2
1	Afternoon Shift - 13:00 to 21:22	Worker	
1	Evening Shift - 15:00 to 23:22		
1	Overnight - 23:00 to 07:22		

**Essential Service Work Functions**

- Takes care of the individuals – provides necessities of life
- Administers medication
- Provides activities
- Ensures medical care plans are completed

Group Home Address - 130 – 100 Scenic Bow Place NW, Calgary, AB

DESW	Schedule	Job Title	Classification
2	Day Shift - 07:00 to 15:22	Individual Support Worker	Individual Support 2
1	Afternoon Shift - 13:00 to 21:22		
1	Evening Shift - 15:00 to 23:22		
1	Overnight - 23:00 to 07:22		

**Essential Service Work Functions**

- Takes care of the individuals – provides necessities of life
- Administers medication
- Provides activities
- Ensures medical care plans are completed

Group Home Address - 134 – 100 Scenic Bow Place NW, Calgary, AB

DESW	Schedule	Job Title	Classification
3	Day Shift - 07:00 to 15:22	Individual Support Worker	Individual Support 2
1	Afternoon Shift - 13:00 to 21:22		
1	Evening Shift - 15:00 to 23:22		
1	Overnight - 23:00 to 07:22		

**Essential Service Work Functions**

- Takes care of the individuals – provides necessities of life
- Administers medication
- Provides activities
- Ensures medical care plans are completed

Group Home Address: 138 – 100 Scenic Bow Place NW, Calgary AB

DESW	Schedule which shift will be dependent on operational need	Job Title	Classification
1	Day Shift - 07:00 to 15:22	Assistant Supervisor	Rehab 1
	Afternoon Shift - 13:00 to 21:22		

**Essential Service Work Functions**

- Provides necessities of life for individuals
- Assists with medications
- Provides assistance daily shift routines
- Lead hand and mentor

**Foreseeable changes**

This position may rotate between each of the group homes to offer support as needed. However, they will be located primarily out of the Group Home: 138-100 Scenic Bow Place NW address.

DESW	Schedule	Job Title	Classification
2	Day Shift - 07:00 to 15:22	Individual Support Worker	Individual Support 2
1	Afternoon Shift - 13:00 to 21:22		
1	Evening Shift - 15:00 to 23:22		
1	Overnight - 23:00 to 07:22		
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Takes care of the individuals – provides necessities of life</li> <li>• Administers medication</li> <li>• Provides activities</li> <li>• Ensures medical care plans are completed</li> </ul>			

Group Home Address: 220A – 200 Scenic Bow Place NW, Calgary, AB

DESW	Schedule	Job Title	Classification
3	Day Shift - 07:00 to 15:22	Individual Support Worker	Individual Support 2
1	Afternoon Shift - 13:00 to 21:22		
1	Evening Shift - 15:00 to 23:22		
1	Overnight - 23:00 to 07:22		
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Takes care of the individuals – provides necessities of life</li> <li>• Administers medication</li> <li>• Provides activities</li> <li>• Ensures medical care plans are completed</li> </ul>			

Group Home Address: 220B – 200 Scenic Bow Place NW, Calgary, AB

DESW	Schedule	Job Title	Classification
3	Day Shift - 07:00 to 15:22	Individual Support Worker	Individual Support 2
1	Afternoon Shift - 13:00 to 21:22		
1	Evening Shift - 15:00 to 23:22		
1	Overnight - 23:00 to 07:22		
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Takes care of the individuals – provides necessities of life</li> <li>• Administers medication</li> <li>• Provides activities</li> <li>• Ensures medical care plans are completed</li> </ul>			

Group Home Address: 220C – 200 Scenic Bow Place NW, Calgary, AB

DESW	Schedule	Job Title	Classification
3	Day Shift - 07:00 to 15:22	Individual Support Worker	Individual Support 2
1	Afternoon Shift - 13:00 to 21:22		
1	Evening Shift - 15:00 to 23:22		
1	Overnight - 23:00 to 07:22		

<b>Essential Service Work Functions</b>
<ul style="list-style-type: none"> <li>• Takes care of the individuals – provides necessities of life</li> <li>• Administers medication</li> <li>• Provides activities</li> <li>• Ensures medical care plans are completed</li> </ul>

PROGRAM: FAMILY SUPPORT FOR CHILDREN WITH DISABILITIES (FSCD)/ PERSONS WITH DEVELOPMENTAL DISABILITIES (PDD):

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>		
	<b>Short term (first 72 hours)</b>	<b>Medium term (72 hours - 1 week)</b>	<b>Long term (After 1 week)</b>
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	2	2	2
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	13	22	27
Total number required to support the essential service operations	15	24	29

**Foreseeable changes**  
 \*Work site locations have been closed and limited offices will be open during a work stoppage. This may require modification during the work stoppage depending on client accessibility and needs.

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: TGS PLACE**

Address: Fifth Floor 1520 - 4 Street S. W. Calgary, Alberta

<b>DESW</b>	<b>Duration</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	First 72 hours	Team Leader	Human Services Worker 7	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

<b>Essential Service Work Functions</b>
<ul style="list-style-type: none"> <li>• Support/supervision of Human Services Worker 5</li> <li>• Provides oversight and expertise in resolving challenging issues related to services and supports for individuals</li> <li>• Approve Family Managed Services and Family Support For Children With Disabilities agreements</li> <li>• Release payments for Family Managed Services agreements</li> <li>• Cover off for Human Services Worker 5 functions as needed</li> </ul>
<b>Foreseeable changes</b>
Depending on duration, consideration may be given to locating staff

DESW	Duration	Job Title	Classification	Schedule
3	First 72 hours	Disability Caseworker	Human Services Worker 5	Monday to Friday 8:15am-4:30pm
5	After 72 hours - 1 week			
6	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Provides case management functions for Family Support for Children with Disabilities (FSCD) families and Persons with Developmental Disabilities (PDD) individuals.</li> <li>Including coordinator of new services and agreements.</li> <li>Cross-ministry case conferences (i.e. for individuals in acute care, transitioning etc.)</li> <li>Multi-Disciplinary Team coordinator of specialized services.</li> </ul>				
<b>Foreseeable changes</b>				
Depending on duration, consideration may be given to locating staff				

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Business Manager	Administrative Support 6	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Support IT/technical issues.</li> <li>Review/approve/release payments to families, vendors and service providers who are delivering supports to Albertans.</li> <li>Support admin functions typically competed by admin support team including responding to client needs/services through phone, walk-ins, mail etc.</li> </ul>				
<b>Foreseeable changes</b>				
Depending on duration, consideration may be given to locating staff.				

Location: Trans Canada Mall  
Address: Main Floor 1440 - 52 Street, NE, Calgary, Alberta

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Team Leader	Human Services Worker 7	Monday to Friday 8:15am-4:30pm
2	After 72 hours - 1 week			
2	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Support/supervision of Human Services Worker 5</li> <li>Provides oversight and expertise in resolving challenging issues related to services and supports for individuals</li> <li>Approve Family Managed Services (FMS) and Family Support for Children with Disabilities (FSCD) agreements.</li> <li>Release payments for Family Managed Services agreements.</li> <li>Cover off for Human Services Worker 5 functions as needed.</li> </ul>				
<b>Foreseeable changes</b>				
Depending on duration, consideration may be given to locating staff				

DESW	Duration	Job Title	Classification	Schedule
4	First 72 hours	Disability Caseworker	Human Services Worker 5	Monday to Friday 8:15am-4:30pm
6	After 72 hours - 1 week			
9	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Provides case management functions for Family Support For Children With Disabilities (FSCD) families and Persons with Developmental Disabilities individuals</li> <li>including coordinator of new services and agreements</li> <li>Cross ministry case conferences (i.e. for individuals in acute care, transitioning etc.)</li> <li>Multi-Disciplinary Team coordinator of specialized services</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time. Depending on duration, consideration may be given to locating staff				

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Financial Services Worker	Administration 1	Monday to Friday 8:15am-4:30pm
3	After 72 hours - 1 week			
3	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Process payment for Persons with Developmental Disabilities Family Managed Services agreements to funds administrators.</li> <li>Respond to Family Managed Services agreement inquiries from funds administrators and/or guardians.</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time. Depending on duration, consideration may be given to locating staff				

DESW	Duration	Job Title	Classification	Schedule
2	First 72 hours	Financial Administrative support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
	After 72 hours - 1 week			
5	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Process payment of Family Support For Children With Disabilities (FSCD) agreement to families</li> <li>Mailing Family Support For Children With Disabilities (FSCD) agreements to families</li> <li>Responding to inquiries and issues from families received via phone calls</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time. Depending on duration, consideration may be given to locating staff				

NORTH CENTRAL REGION

PROGRAM: ALBERTA SUPPORTS (ALBERTA WORKS)

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	10	10	10
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	13	13	13
Total number required to support the essential service operations	23	23	23

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: ATHABASCA ALBERTA SUPPORT CENTRE

Address: 3 floor, 4810 - 50 St Athabasca, AB

DESW	Job Title	Classification	Schedule
1	Career and Employment Consultant	Program Services3	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Determine initial income support eligibility, and they would also be expected to complete eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need.</li> <li>Crisis intervention.</li> </ul>			

LOCATION: WESTLOCK ALBERTA SUPPORT CENTRE

Address: 11304 - 99 St Westlock, AB

DESW	Job Title	Classification	Schedule
1	Career and Employment Consultant	Program Services3	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Determine initial income support eligibility, and they would also be expected to complete eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need.</li> <li>Crisis intervention.</li> </ul>			

LOCATION: BARRHEAD ALBERTA SUPPORT CENTRE

Address: 6203 - 49 St Barrhead, AB

DESW	Job Title	Classification	Schedule
1	Career and Employment Consultant	Program Services3	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"><li>Determine initial income support eligibility, and they would also be expected to complete eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need.</li><li>Crisis intervention.</li></ul>			

LOCATION: WHITECOURT ALBERTA SUPPORT CENTRE

Address: 5115 - 49 Street, Whitecourt, AB

DESW	Job Title	Classification	Schedule
1	Career and Employment Consultant	Program Services 3	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"><li>Determine initial income support eligibility, and they would also be expected to complete eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need</li><li>Crisis intervention.</li></ul>			

LOCATION: EDSON ALBERTA SUPPORT CENTRE

Address: 111 - 54 Street, Edson, AB

DESW	Job Title	Classification	Schedule
1	Career and Employment Consultant	Program Services 3	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"><li>Determine initial income support eligibility, and they would also be expected to complete eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need.</li><li>Crisis intervention.</li></ul>			

LOCATION: HINTON ALBERTA SUPPORT CENTRE

Address: 568 Carmichael Lane Hinton, AB

DESW	Job Title	Classification	Schedule
1	Career and Employment Consultant	Program Services3	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"><li>Determine initial income support eligibility, and they would also be expected to complete eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need.</li><li>Crisis intervention.</li></ul>			



LOCATION: LAC LA BICHE ALBERTA SUPPORT CENTRE

Address: 9503 Beaverhill Rd Lac La Biche, AB

DESW	Job Title	Classification	Schedule
1	Career and Employment Consultant	Program Services3	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"><li>Determine initial income support eligibility, and they would also be expected to complete eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need.</li><li>Crisis intervention.</li></ul>			

LOCATION: COLD LAKE ALBERTA SUPPORT CENTRE

Address: 408, 6501B - 51 Street, Cold Lake, AB

DESW	Job Title	Classification	Schedule
1	Career and Employment Consultant	Program Services3	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"><li>Determine initial income support eligibility, and they would also be expected to complete eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need.</li><li>Crisis intervention.</li></ul>			

LOCATION: BONNYVILLE ALBERTA SUPPORT CENTRE

Address: 5201 - 44 Street, Bonnyville, AB

DESW	Job Title	Classification	Schedule
1	Career and Employment Consultant	Program Services3	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"><li>Determine initial income support eligibility, and they would also be expected to complete eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need.</li><li>Crisis intervention.</li></ul>			

LOCATION: ST. PAUL ALBERTA SUPPORT CENTRE

Address: 5126 - 50 Ave, Street, St. Paul, AB

DESW	Job Title	Classification	Schedule
1	Career and Employment Consultant	Program Services3	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"><li>Determine initial income support eligibility, and they would also be expected to complete eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need.</li><li>Crisis intervention.</li></ul>			

**LOCATION: VEGREVILLE ALBERTA SUPPORTS CENTER**

Address: 5121 - 49 Street, Vegreville

DESW	Job Title	Classification	Schedule
1	Career and Employment Consultant	Program Services3	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Determine initial income support eligibility, and they would also be expected to complete eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need.</li> <li>Crisis intervention.</li> </ul>			

The below DESW's will report to the office within their region – location of offices are below:

**Athabasca Alberta Support Centre** FL, 4810 - 50 ST ATHABASCA, AB

**Westlock Alberta Support Centre** 11304 - 99 ST WESTLOCK, AB

**Barrhead Alberta Support Centre** 6203 - 49 ST BARRHEAD, AB

**Whitecourt Alberta Support Centre** 5115 - 49 ST WHITECOURT, AB

**Edson Alberta Support Centre** 111 - 54 ST EDSON, AB

**Hinton Alberta Support Centre** 568 CARMICHAEL LANE HINTON, AB

**LacLaBiche Alberta Support Centre** 9503 BEAVERHILL RD LAC LA BICHE, AB

**Cold Lake Alberta Support Centre** 408, 6501B - 51 ST COLD LAKE, AB

**Bonnyville Alberta Support Centre** 5201 - 44 ST, BONNYVILLE, AB

**St. Paul Alberta Support Centre** 5126 - 50 AVE, ST. PAUL, AB

**Vegreville Alberta Support Centre** 5121 - 49 ST VEGREVILLE, AB

\*2 on at a time, they will report to their office location.

DESW	Job Title	Classification	Schedule
2 *	Program Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Reception functions as the first contact with our clients through phone or walk ins.</li> <li>The role also issues cheques and vouchers. According to financial requirements, there has to be a separation of duties for cheques/vouchers (issuing on the system) and signing the cheques.</li> <li>Emergent benefits through cheque or vouchers can be issued immediately if required and clients would pick up at the office as opposed to waiting several days for direct deposit.</li> <li>This admin role would support a zone (there are 11 sites for 2 zones) and this encompasses income support and AISH programs. Reception duties, answering calls</li> </ul>			
<b>Terms and Conditions</b>			
*DESW could be placed in any of above locations based on need.			

**PROGRAM: ASSURED INCOME FOR THE SEVERELY HANDICAPPED (AISH)**

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>		
	<b>Short term (first 72 hours)</b>	<b>Medium term (72 hours - 1 week)</b>	<b>Long term (After 1 week)</b>
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	1	1	1
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	4	4	4
Total number required to support the essential service operations	<b>5</b>	<b>5</b>	<b>5</b>

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION:**

- AISH Athabasca** - 3rd Floor Duniece Centre, 4810 - 50 Street, Athabasca
- AISH Barrhead** - Provincial Building, 6203 - 49 Street, Barrhead, AB
- AISH Westlock** - 11304 - 99 Street, Westlock, AB
- AISH Whitecourt** - 2nd Floor Midtown Mall, 5, 115 - 49 Street, Whitecourt, AB
- Edson** - Provincial Building, 111 - 54 Street, Edson, AB
- Hinton** - 568 Carmichael Lane, Hinton, AB
- Lac La Biche** - Provincial Building, 9503 Beaverhill Road, Lac La Biche, AB
- St. Paul** - 3rd Floor Provincial Building, 5025 - 49 Avenue, St. Paul, AB
- Vegreville** - 5121 - 49 Street, Vegreville, AB
- Bonnyville** - New Park Place, 5201 - 44 Street, Bonnyville, AB
- Cold Lake** - 5013 - 51 Street, Cold Lake, AB,

\*DESW's will report to the office within their region

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
2	AISH Generalist	Human Services Worker 3	Monday to Friday 8:15am-4:30pm (DESW could be in any of the above locations- one east and one west zone)

**Essential Service Work Functions**

- Review eligibility for ongoing financial benefits and supplementary benefits for active AISH recipients and issuance of these benefits (generate cheque or direct deposit)
- AISH eligibility assessments for palliative applicants.
- Applicant data input into CCD and LISA systems to generate an electronic file or to download an existing file and generate the cheque or direct deposit

Note: One DESW will cover the East Zone and one DESW will cover the West Zone and therefore will report office within their region.

DESW	Job Title	Classification	Schedule
2	Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm (DESW could be in any of the above locations- one east and one west zone)

#### Essential Service Work Functions

- Reception functions as the first contact with our clients through phone or walk-ins.
  - Determine which services are critical (emergent), and prioritize.
- Communicating the type of services we provide and ensuring a staff member attends to their needs
- Respond to queries from clients such as questions about benefits (Why didn't benefits get issued; why is the benefit received lower?)
- File or action certain paperwork in order for other DESW to do their functions and prioritize what needs to be dealt with.
- Data entry of invoices related to client service operations
- Support the AISH Generalist with administration needs for clients, i.e. entering information into information system, issue cheques/vouchers.

#### Terms and Conditions

DESW could be in any of the above locations- one east and one west zone.

Note: one DESW will cover the East Zone and one DESW will cover West Zone (each zone will have 1 AS 3 and 1 Human Services Worker).

### DISABILITY SERVICES

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	2	2	2
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	0	0	4
Total number required to support the essential service operations	2	2	6

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

Note: The below DESW's will report to the office within their region – location of offices are below:

**Vegreville:** 5121 - 49 Street, Vegreville

**St. Paul:** 2nd floor Provincial Building, 5025 - 49 Avenue, St. Paul, AB

**Lac La Biche:** Provincial Building, 9503 Beaverhill Road, Lac La Biche, AB

**Bonnyville:** New Park Place, 5201 - 44 Street, Bonnyville, AB

**Barrhead:** Provincial Building, 6203 - 49 Street, Barrhead, AB

**Westlock:** 11304 - 99 Street, Westlock, AB

**Hinton:** 568 Carmichael Lane, Hinton, AB

**Whitecourt:** 5115 - 49 Street, Whitecourt, AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Case Manager	Human Services Worker 5	Monday to Friday 8:15am-4:30pm
0	After 72 hours – 1 week			
2	After 1 week			

**Essential Service Work Functions**

- Reviewing payments to ensure service provider and families are reimbursed to ensure continuity of services.
- Urgent case response
- Provides case management functions for Family Support for Children with Disabilities (FSCD) families and Persons with Developmental Disabilities (PDD) individuals including coordination of new service and renewing agreements.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
0	After 72 hours – 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Releases the Family Support for Children with Disabilities (FSCD) and Persons with Developmental Disabilities (PDD) payments.
- Renewing of contracts and agreements that are expiring to ensure continuity of services
- Cover off of Administrative Support 3 duties.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
0	After 72 hours – 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Data entry of the Family Support for Children with Disabilities (FSCD) and Persons with Developmental Disabilities (PDD) payments.
- Triaging client calls and sending to appropriate worker or manager

## MCCULLOUGH CENTRE (GUNN, ALBERTA)

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	1	1	1
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	12	12	16
Total number required to support the essential service operations	13	13	17

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Residential Team Lead	Rehab 2	7 days a week Day Shift 7am - 3:45pm
1	After 72 hours - 1 week			
1	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Monitoring the safety and security of the participants.</li> </ul>				

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Residential Key Worker	Individual Support 2	7 days a week Day Shift 7am - 3:45pm
1	After 72 hours - 1 week			
2	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Monitoring the safety and security of the participants.</li> </ul>				

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Driver / Residential Key Worker	Individual Support 2	7 days a week Day Shift 7am - 3:45pm
1	After 72 hours - 1 week			
1	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Providing transportation and escorting participants to critical medical appointments and rehab services.</li> </ul>				

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Registered Nurse/Team Lead	Medical Health 2	Monday to Friday Day Shift 7am - 3:45pm
1	After 72 hours - 1 week			
1	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Monitoring participant's health and providing medications.</li> </ul>				

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Nurse	Licensed Practical Nurse	Evening Shift - 7 days a week 2:00pm-10:45pm
1	After 72 hours - 1 week			
1	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Monitoring participant's health and providing medications.</li> </ul>				

DESW	Duration	Job Title	Classification	Schedule
2	First 72 hours	Driver / Residential Key Worker	Individual Support 2	Evening Shift - 7 days a week 2:00pm-10:45pm
2	After 72 hours - 1 week			
3	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Providing transportation and escorting participants to critical medical appointments and rehab services.</li> </ul>				

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Residential Team Lead	Rehab 2	Evening Shift - 7 days a week 2:00pm-10:45pm
1	After 72 hours - 1 week			
1	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Monitoring the safety and security of the participants</li> </ul>				

DESW	Duration	Job Title	Classification	Schedule
2	First 72 hours	Residential Key Worker	Individual Support 2	7 days a week Night Shift Hours
2	After 72 hours - 1 week			
2	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Monitoring the safety and security of the participants</li> </ul>				

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Nutritional Life Skills Team Lead	Rehab 2	Day Shift – 5 days a week Regular shift hours
1	After 72 hours – 1 week			
1	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Food planning, preparation and providing food.</li> </ul>				

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Cook	Cook 1	Day Shift – 5 days a week Regular shift hours
1	After 72 hours – 1 week			
1	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Food planning, preparation and providing food.</li> </ul>				

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Addictions counselor Team Lead	Rehab 5	Day Shift 7 days a week Regular shift hours
0	After 72 hours- 1 week			
1	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Provide critical rehabilitation and addictions support. Addictions Counsellor/Team Lead has been requested and approved by AUPE. This position is required to best meet the needs of the participants in crisis.</li> </ul>				

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Medical Admin	Administrative Support 3	Day Shift 5 days a week Monday to Friday 8:15am-4:30pm
0	After 72 hours to 1 week			
1	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Assist the nursing staff and coordinate critical medical appointments</li> </ul>				



CENTRAL REGION

PROGRAM: ALBERTA WORKS

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	8	8	8
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	8	15	18
Total number required to support the essential service operations	16	23	26

**Foreseeable Changes:**

Work site locations have been closed and limited offices will be open during a work stoppage. This may require modification during the work stoppage depending on client accessibility and needs. In the event it becomes necessary to open additional offices management resources will be re-located first prior to any bargaining unit employees.

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: RED DEER PLACE

Address: 1<sup>st</sup>, Red Deer Place, Red Deer, AB

DESW	Job Title	Classification	Schedule
1	Supervisor	Program Services 4	Monday to Friday 8:15am-4:30pm

**Essential Services Work Functions**

- Supervision of Staff.
- Seeing clients as required for Income Support eligibility assessment and the issuing of benefits (Specifically for financial assistance to meet basic needs i.e. food, shelter, health etc.)
- Deal with client emergencies as required.

DESW	Duration	Job Title	Classification	Schedule
2	First 72 hours	Career and Employment Consultant	Program Services 3	Monday to Friday 8:15am-4:30pm
4	After 72 hours - 1 week			
7	After 1 week			

**Essential Service Work Functions**

- Determine initial income support eligibility, and they would also be expected to complete eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need.
- Crisis intervention

<b>Foreseeable changes</b>
See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
4	First 72 hours	Support and Financial Services Coordinator	Program Services 1	Monday to Friday 8:15am-4:30pm
6	After 72 hours - 1 week			
6	After 1 week			

<b>Essential Service Work Functions</b>
<ul style="list-style-type: none"> <li>• Issuance of income support benefits to clients.</li> <li>• Review eligibility for ongoing financial benefits and supplementary benefits for active income support clients and issuance of these benefits (generate cheque or direct deposit).</li> <li>• Crisis intervention- connects clients to community resources.</li> </ul>
<b>Foreseeable changes</b>
See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

<b>Essential Service Work Functions</b>
<ul style="list-style-type: none"> <li>• Reception duties and communicating with clients through phone or walk ins.</li> <li>• Answering calls, , calls would mostly be internal GOA and may include from other regions for electronic file transfer and file downloads on to issue benefits</li> <li>• All new clients would need to have a file created in our internal LISA system prior to benefits being submitted. This is a function done by this role.</li> <li>• New application for income support benefit for clients would need to be downloaded and this role would assist with that. The Career and Employment Counsellor would require this before being able to work on the file.</li> <li>• Issuing vouchers and vendor payments</li> <li>• Directing client calls to the Support and Financial Services Coordinator worker</li> </ul>

LOCATION: ALBERTA SUPPORT CENTRE WETASKIWIN  
Address: 5201 - 51 Ave

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Career and Employment Consultant	Program Services 3	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

<b>Essential Service Work Functions</b>
<ul style="list-style-type: none"> <li>• Determine initial income support eligibility, and they would also be expected to complete eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need.</li> <li>• Crisis intervention</li> </ul>

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: ALBERTA SUPPORTS CENTRE, RALPH KLEIN CENTRE**

Address: 4500-50 Avenue, Olds, Alberta

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Career and Employment Consultant	Program Services 3	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Determine initial income support eligibility, and they would also be expected to complete eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need.
- Crisis intervention

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions:**

- Reception duties and communicating with clients through phone or walk ins.
- Answering calls, , calls would mostly be internal GOA and may include from other regions for electronic file transfer and file downloads on to issue benefits
- All new clients would need to have a file created in our internal LISA system prior to benefits being submitted. This is a function done by this role.
- New application for income support benefit for clients would need to be downloaded and this role would assist with that. The Career and Employment Counsellor would require this before being able to work on the file.
- Issuing vouchers and vendor payments
- Directing client calls to the Support and Financial Services Coordinator worker

**PROGRAM: ASSURED INCOME FOR THE SEVERELY HANDICAPPED (AISH)**

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>		
	<b>Short term (first 72 hours)</b>	<b>Medium term (72 hours - 1 week)</b>	<b>Long term (After 1 week)</b>
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	8	8	8
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	11	20	28
Total number required to support the essential service operations	19	28	36

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: RED DEER ALBERTA SUPPORT CENTRE**

Address: First floor, 4920 - 51 St, Red Deer, AB

<b>DESW</b>	<b>Duration</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
2	First 72 hours	AISH Supervisor	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
2	After 72 hours - 1 week			
2	After 1 week			

**Essential Service Work Functions**

- Supervision of staff.
- Support front line functions with higher level of decision making authority and benefit approval.
- Benefit approval – higher level of authority.

<b>DESW</b>	<b>Duration</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
5	First 72 hours	AISH Generalist	Human Services Worker3	Monday to Friday 8:15am-4:30pm
9	After 72 hours - 1 week			
13	After 1 week			

**Essential Service Work Functions**

- Review eligibility for ongoing financial benefits and supplementary benefits for active AISH recipients and issuance of these benefits (generate cheque or direct deposit).
- AISH eligibility assessments for palliative applicants.
- Applicant data input into CCD and LISA systems to generate an electronic file or to download an existing file and generate the cheque or direct deposit.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
3	First 72 hours	Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
3	After 72 hours - 1 week			
6	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Support IT needs</li> <li>Support onsite computer issues and report to GOA Helpdesk as needed</li> <li>Data entry of invoices related to both client service operations by administrative staff and electronic approval of invoice payment by administrative supervisor.</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	IT Specialist/Supervisor	Administrative Support 5	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Data entry of invoices related to both client service operations by administrative staff and electronic approval of invoice payment by administrative supervisor.</li> <li>Supervision of administrative staff</li> </ul>				

**LOCATION: AISH DRUMHELLER**

Address: 2<sup>nd</sup> Floor 180 Riverside Drive East, Drumheller, AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	AISH Generalist	Human Services Worker 3	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Review eligibility for ongoing financial benefits and supplementary benefits for active AISH recipients and issuance of these benefits (generate cheque or direct deposit).</li> <li>AISH eligibility assessments for palliative applicants.</li> <li>Applicant data input into CCD and LISA systems to generate an electronic file or to download an existing file and generate the cheque or direct deposit.</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

**LOCATION: AISH LLOYDMINISTER**

Address: 2<sup>ND</sup> Floor Provincial Building, 5124 - 50 Street Lloydminster, AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	AISH Supervisor	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Supervision of staff</li> <li>• Support front line functions with higher level of decision making authority and benefit approval</li> <li>• Benefit approval – higher level of authority</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	AISH Generalist	Human Services Worker 3	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Review eligibility for ongoing financial benefits and supplementary benefits for active AISH recipients and issuance of these benefits (generate cheque or direct deposit)</li> <li>• AISH eligibility assessments for palliative applicants.</li> <li>• Applicant data input into CCD and LISA systems to generate an electronic file or to download an existing file and generate the cheque or direct deposit.</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

**LOCATION: AISH WETASKIWIN**

Address: 1st Floor Macadil Building, 5201 - 51 Avenue, Wetaskiwin, AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	AISH Generalist	Human Services Worker 3	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
2	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Review eligibility for ongoing financial benefits and supplementary benefits for active AISH recipients and issuance of these benefits (generate cheque or direct deposit)</li> <li>• AISH eligibility assessments for palliative applicants.</li> <li>• Applicant data input into CCD and LISA systems to generate an electronic file or to download an existing file and generate the cheque or direct deposit</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

**LOCATION: AISH OLDS**

Address: 2nd Floor Provincial Building, 5030 - 50 Street, Olds, AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	AISH Generalist	Human Services Worker 3	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Review eligibility for ongoing financial benefits and supplementary benefits for active AISH recipients and issuance of these benefits (generate cheque or direct deposit)
- AISH eligibility assessments for palliative applicants.
- Applicant data input into CCD and LISA systems to generate an electronic file or to download an existing file and generate the cheque or direct deposit

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**DISABILITY SERVICES FAMILY SUPPORT FOR CHILDREN WITH DISABILITIES (FSCD)/  
PERSONS WITH DEVELOPMENTAL DISABILITIES (PDD)**

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	5	5	5
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	4	4	4
Total number required to support the essential service operations	<b>9</b>	<b>9</b>	<b>9</b>

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: DISABILITY SERVICES RED DEER**

Address: 5<sup>th</sup> Floor Centre, 5010, 5010 - 43 Street, Red Deer, AB

DESW	Job Title	Classification	Schedule
2	Casework Supervisor	Human Services Worker 7	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Provide emergent health and safety case management support
- Provide services to both Persons with Developmental Disabilities (PDD)/ Family Support for Children with Disabilities (FSCD) clients.

DESW	Job Title	Classification	Schedule
2	Admin Support	Administrative Support 5 or 6	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Ensure continuity of payments to service providers

MICHENER SERVICES

LOCATION: MICHENER CENTRE, RED DEER

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	2	2	2
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	190 within 24 hrs.	190 within 24 hrs.	190 within 24 hrs.
Total number required to support the essential service operations	192	192	192

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

Notes: The following identifies the **minimum number of DESW** required per home. Based on the needs of the clients, this will determine if resources need to be reallocated to another home(s) to provide support. An updated schedule of the operational needs will be provided with the eligibility list as proscribed in Part A of this agreement in the event of work stoppage.

Address: 22 Michener Way (Cedar), 22A1 and 22A2

DESW	Schedule	Job Title	Classification
6	7:00am-3:15pm	Individual Support Worker	Individual Support 2
6	3:00pm-11:15pm		
2	11:00pm-7:15am		

**Essential Service Work Functions**

- Front line support on shift. Provides necessities of life to dependent individuals
- Administers medication and completes delegated tasks (g-tube feeding, suctioning, etc.)
- Implements meaningful activities based on age and stage. Client Centered planning
- Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being



Address: 11 Michener Way (Tamarack), 11A1, 11A2, 11A3, and 11A4

DESW	Schedule	Job Title	Classification
12	7:00am-3:15pm	Individual Support Worker	Individual Support 2
10	3:00pm-11:15pm		
4	11:00pm-7:15am		
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Front line support on shift. Provides necessities of life to dependent individuals</li> <li>• Administers medication and completes delegated tasks (g-tube feeding, suctioning, etc.)</li> <li>• Implements meaningful activities based on age and stage. Client Centered planning</li> <li>• Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being</li> </ul>			

Address: 12 Michener Road (Terrace): East 2, East 3, West 2 and West 3

DESW	Schedule	Job Title	Classification
12	7:00am-3:15pm	Individual Support Worker	Individual Support 2
9	3:00pm-11:15pm		
4	11:00pm-7:15am		
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Front line support on shift. Provides necessities of life to dependent individuals</li> <li>• Administers medication and completes delegated tasks (g-tube feeding, suctioning, etc.)</li> <li>• Implements meaningful activities based on age and stage. Client Centered planning</li> <li>• Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being</li> </ul>			

Address: 44A Isherwood Drive, Red Deer Alberta, 44B Isherwood Drive, Red Deer, AB and 49  
Duncan Crescent

DESW	Schedule	Job Title	Classification
4	7:00am-3:15pm	Individual Support Worker	Individual Support 2
4	3:00pm-11:15pm		
3	11:00pm-7:15am		
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Front line support on shift. Provides necessities of life to dependent individuals</li> <li>• Administers medication and completes delegated tasks (g-tube feeding, suctioning, etc.)</li> <li>• Implements meaningful activities based on age and stage. Client Centered planning</li> <li>• Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being</li> </ul>			

The below DESW's will be distributed to the following locations:

Various Group Home Locations on the Michener Property: #59 Michener Crescent, #63 Michener Green, #67 Michener Green, #71 Michener Green, #75 Michener Green, #79 Michener Green, #83 Michener Green, #87 Michener Green, #91 Michener Green, #95 Michener Green, #99 Michener Green, #103 Michener Green, #107 Michener Crescent, #111 Michener Crescent, #115 Michener Crescent, #119 Michener Crescent, #5029- 38A Avenue, #3915 – 51A Street, #3807 50 A Street, and #3819 – 50A Street

DESW	Schedule	Job Title	Classification
40	7:00am-3:15pm	Individual Support Worker	Individual Support 2
40	3:00pm-11:15pm		
20	11:00pm-7:15am		

**Essential Service Work Functions**

- Front line support on shift. Provides necessities of life to dependent individuals
- Administers medication and completes delegated tasks (g-tube feeding, suctioning, etc.)
- Implements meaningful activities based on age and stage. Client Centered planning
- Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being

DESW	Schedule	Job Title	Classification
8	Day Shift Monday to Friday 7am to 3:15pm	Home Coordinator (Supervisors)	Rehab 2

**Essential Service Work Functions**

- Oversees community home team, resident care and acts as primary liaison to staff & management
- Responsible for schedules, timesheets, and overall management of 24/7 front line staffing
- Responsible applying and sustaining requirements for Legislation, Regulation, Guidelines, Policies, etc. as required
- Main liaison for resident situations between staff, guardians, and management.

The below DESW's work from the following locations and rotate between: 11 Michener Way, 22 Michener Way and 12 Michener Road.

DESW	Schedule	Job Title	Classification
2	Day Shift: 7am to 3:15pm (7 Days a week)	Laundry Workers	Facility Support 1

**Essential Service Work Functions**

- Responsible to perform the larger volumes of linens on the "facility" homes.
- Load and operate the larger commercial style washers for comforters, towels, soaker pads cleaning.

Address: 18 Michener Way

DESW	Schedule	Job Title	Classification
1	7:00am-3:15pm	First Response Worker	Individual Support 2
1	3:00pm-11:15pm		
1	11:00pm-7:15am		

**Essential Service Work Functions**

- Back up to homes in emergencies.
- Perform Individual Support 2 functions.

DESW	Schedule	Job Title	Classification
	(Monday to Friday)		
1	11:00pm-7:15am	Residential Supervisor	Rehab 2

**Essential Service Work Functions**

- Back up to homes in emergencies
- Perform Individual Support 2 functions when needed
- Supervisory duties to Individual Support 2 staff – scheduling,

**SOUTH REGION**

**ALBERTA WORKS**

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	4	4	4
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	17	22	31
Total number required to support the essential service operations	21	26	35

**Foreseeable Changes:**

Work site locations have been closed and limited offices will be open during a work stoppage. This may require modification during the work stoppage depending on client accessibility and needs. In the event it becomes necessary to open additional offices management resources will be re-located first prior to any bargaining unit employees.

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: ALBERTA SUPPORTS MEDICINE HAT**

Address: 2<sup>nd</sup> floor, 346 - 3 St SE, Medicine hat, AB

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Supervisor	Program Support 4	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Supervision of staff.
- Seeing clients as required for Income Support eligibility assessment and the issuing of benefits. (Specifically for financial assistance to meet basic needs i.e. food, shelter, health etc.)
- Deal with client emergencies as required.

DESW	Duration	Job Title	Classification	Schedule
4	First 72 hours	Career and Employment Consultant	Program Support 3	Monday to Friday 8:15am-4:30pm
5	After 72 hours - 1 week			
6	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Determine initial income support eligibility, and they would also be expected to complete eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need.</li> <li>Crisis intervention</li> </ul>				

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Administrative Support	Administrative Support 3 to Administrative Support 6	Monday to Friday 8:15am-4:30pm
0	After 72 hours - 1 week			
1	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Reception duties, answering calls from clients to respond to inquiries that have been re-directed from the contact centre.</li> <li>Vendor interactions that consist of dealing with issues related to payment and invoicing. The impact could result in services being stopped for vulnerable clients. Vendors include counsellors, medicals, housing.</li> <li>Provide back-up to the AS5 (Admin Supervisors)</li> <li>Processing client documents/file transfers</li> <li>Cheque printing</li> <li>Managing any IT issues</li> <li>Liaise with Pay and Benefits to ensure staff tracking activities are supported</li> <li>Responding quickly to client telephone inquiries, especially those clients who are on our Support and Financial Services Coordinator Income Support caseloads</li> <li>Tracking and monitoring Action Requests</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

**LOCATION: ALBERTA SUPPORTS LETHBRIDGE**

Address: 200 - 5 Ave S, Lethbridge, AB

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Supervisor	Program Services 4	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
2	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Supervision of staff</li> <li>Seeing clients as required for Income Support eligibility assessment and the issuing of benefits (Specifically for financial assistance to meet basic needs i.e. food, shelter, health etc.)</li> <li>Deal with client emergencies as required.</li> </ul>				

DESW	Duration	Job Title	Classification	Schedule
7	First 72 hours	Career and Employment Consultant	Program Services 3	Monday to Friday 8:15am-4:30pm
10	After 72 hours - 1 week			
14	After 1 week			

#### Essential Service Work Functions

- Determine initial income support eligibility, and they would also be expected to complete eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need.
- Crisis intervention

DESW	Duration	Job Title	Classification	Schedule
2	First 72 hours	Support and Financial Services Coordinator	Program Services 1	Monday to Friday 8:15am-4:30pm
2	After 72 hours - 1 week			
4	After 1 week			

#### Essential Service Work Functions

- Issuance of income support benefits to clients
- Review eligibility for ongoing financial benefits and supplementary benefits for active income support clients and issuance of these benefits (generate cheque or direct deposit).
- Crisis intervention- connect clients to community resources

#### Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
3	First 72 hours	Administrative Support	Administrative Support 3 to Administrative Support 6	Monday to Friday 8:15am-4:30pm
3	After 72 hours - 1 week			
3	After 1 week			

#### Essential Service Work Functions

- Reception duties, answering calls from clients to respond to inquiries that have been re-directed from the contact centre.
- Vendor interactions that consist of dealing with issues related to payment and invoicing. The impact could result in services being stopped for vulnerable clients. Vendors include counsellors, medicals, housing.
- Provide back-up to the AS5 (Admin Supervisors)
- Processing client documents/file transfers
- Cheque printing
- Managing any IT issues
- Liaise with Pay and Benefits to ensure staff tracking activities are supported
- Responding quickly to client telephone inquiries, especially those clients who are on our Support and Financial Services Coordinator Income Support caseloads
- Tracking and monitoring Action Requests

**PROGRAM: ASSURED INCOME FOR THE SEVERELY HANDICAPPED (AISH)**

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>		
	<b>Short term (first 72 hours)</b>	<b>Medium term (72 hours - 1 week)</b>	<b>Long term (After 1 week)</b>
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	0	0	0
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	10	14	23
Total number required to support the essential service operations	10	14	23

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: AISH LETHBRIDGE**

Address: 200 - 5 Ave South, Lethbridge, AB

<b>DESW</b>	<b>Duration</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	First 72 hours	Supervisor	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Supervision of staff</li> <li>• Support front line functions with higher level of decision making authority and benefit approval</li> <li>• Benefit approval - higher level of authority</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

<b>DESW</b>	<b>Duration</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
3	First 72 hours	AISH Generalist	Human Services Worker 3	Monday to Friday 8:15am-4:30pm
6	After 72 hours - 1 week			
11	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Review eligibility for ongoing financial benefits and supplementary benefits for active AISH recipients and issuance of these benefits (generate cheque or direct deposit)</li> <li>• AISH eligibility assessments for palliative applicants.</li> <li>• Applicant data input into CCD and LISA systems to generate an electronic file or to download an existing file and generate the cheque or direct deposit</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Admin Support	Administrative Support 3 - 6	Monday to Friday 8:15am-4:30pm
2	After 72 hours - 1 week			
3	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Managing/paying Vendors for client services.</li> <li>Setting clients up in CCD.</li> <li>Processing file transfers</li> <li>Data entry of invoices related to both client service operations by administrative staff and electronic approval of invoice payment by administrative supervisor.</li> <li>AS6 - Supervision of administrative staff.</li> <li>Managing vital IT issues.</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

LOCATION: AISH MEDICINE HAT  
Address: 2<sup>nd</sup> floor 346 - 3 St SE Medicine Hat, AB

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Supervisor	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Supervision of staff</li> <li>Support front line functions with higher level of decision making authority and benefit approval</li> <li>Benefit approval - higher level of authority</li> </ul>				

DESW	Duration	Job Title	Classification	Schedule
3	First 72 hours	AISH Generalist	Human Services Worker3	Monday to Friday 8:15am-4:30pm
3	After 72 hours - 1 week			
5	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Review eligibility for ongoing financial benefits and supplementary benefits for active AISH recipients and issuance of these benefits (generate cheque or direct deposit)</li> <li>AISH eligibility assessments for palliative applicants.</li> <li>Applicant data input into CCD and LISA systems to generate an electronic file or to download an existing file and generate the cheque or direct deposit</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Admin Support	Administrative Support 3 - 6	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
2	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Managing/paying Vendors for client services</li> <li>Processing client documents/file transfers</li> <li>Data entry of invoices related to both client service operations by administrative staff and electronic approval of invoice payment by administrative supervisor.</li> <li>Administrative Support 6 - Supervision of administrative staff.</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

DISABILITY SERVICES FAMILY SUPPORT FOR CHILDREN WITH DISABILITIES (FSCD)/PDD

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	4	4	4
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	4	4	7
Total number required to support the essential service operations	8	8	11

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

DESW	Job Title	Classification	Schedule
1	Supervisor	Human Services Worker 7	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Supervision of staff</li> <li>Assist on complex case files</li> <li>Issue payments to service provider or Family Managed Services (FMS)</li> <li>Urgent case response</li> </ul>			
<b>Foreseeable Changes</b>			
This position can provide support to the entire region. More specifically this position will likely report out of the Lethbridge area. Address: 2nd Level Lethbridge Centre Mall, 200 - 4 Avenue South, Lethbridge, AB, T1J 4C9. However, it could also report out of the Medicine Hat office if needed - Address: 1st Floor Provincial Building, 346 - 3 Street SE, Medicine Hat, AB, T1A 0G7.			



**LOCATION: LETHBRIDGE DISABILITY SERVICES**

Address: 2nd Level Lethbridge Centre Mall, 200 - 4 Avenue South, Lethbridge, AB

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Service	Human Services	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week	Coordinator	Worker 5	
2	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Submission of service access documents</li> <li>• Creation of outcome plan, and ongoing case management</li> </ul>				

Note: The below DESW positions can be any administrative positions between an AS3 to an AS5 the eligibility list will provide capable and qualified individuals from both classifications.

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Administrative	AS3 to AS5	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week	Support		
1	After 1 week			
<b>Essential Service Work Functions</b>				
AS3 Functions: <ul style="list-style-type: none"> <li>• Payment agreement functions</li> <li>• Provide coverage for the Admin functions</li> <li>• Provide coverage for the payment functions</li> </ul> AS5 Functions: <ul style="list-style-type: none"> <li>• Supervision of the payment staff (AS3)</li> <li>• Provide coverage for the Admin functions</li> <li>• Provide coverage for the payment functions</li> </ul>				

**LOCATION: MEDICINE HAT DISABILITY SERVICE**

Address: 1st Floor Provincial Building, 346 - 3 Street SE, Medicine Hat, AB

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Service	HSW 5	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week	Coordinator		
2	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Submission of service access documents</li> <li>• Creation of outcome plan, and ongoing case management</li> </ul>				

The below DESW positions can be any administrative positions between an AS3 to an AS5

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Administrative	AS3 to AS5	Monday to Friday 8:15am-4:30pm
0	After 72 hours - 1 week	Support		
1	After 1 week			
<b>Essential Service Work Functions</b>				
AS3 Functions: <ul style="list-style-type: none"> <li>• Payment agreement functions</li> <li>• Provide coverage for the Admin functions</li> <li>• Provide coverage for the payment functions</li> </ul> AS5 Functions: <ul style="list-style-type: none"> <li>• Supervision of the payment staff (AS3)</li> <li>• Provide coverage for the Admin functions</li> <li>• Provide coverage for the payment functions</li> </ul>				

NORTHWEST REGION  
ALBERTA WORKS

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	4	4	4
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	12	16	22
Total number required to support the essential service operations	16	20	26

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: GRANDE PRAIRIE  
Address: 100, 9845 - 99 Avenue

DESW	Job Title	Classification	Schedule
1	Supervisor	Program Services 4	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervision of staff</li> <li>• Seeing clients as required for Income Support eligibility assessment and the issuing of benefits (Specifically for financial assistance to meet basic needs i.e. food, shelter, health etc.)</li> <li>• Deal with client emergencies as required.</li> </ul>			

DESW	Duration	Job Title	Classification	Schedule
3	First 72 hours	Career and Employment Consultant	Program Services 3	Monday to Friday 8:15am-4:30pm
3	After 72 hours - 1 week			
4	After 1 week			

**Essential Service Work Functions**

- Determine initial income support eligibility, and they would also be expected to complete eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need.
- Crisis intervention.

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Alberta Supports Coordinator	Program Services 1	8:15am -4:30 pm Monday - Friday
1	After 72 hours - 1 week			
2	After 1 week			

**Essential Service Work Functions**

- Issue emergent benefits for active Income support clients
- Triage client to appropriate GOA programs for support and/or benefits
- Refer clients to appropriate community resources
- Crisis intervention

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Support and Financial Services Coordinator	Program Services 1	8:15am -4:30 pm Monday - Friday
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Issue emergent benefits for active Income support clients
- Triage client to appropriate GOA programs for support and/or benefits
- Refer clients to appropriate community resources
- Crisis intervention

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Team Lead	Administrative Support 4	8:15am -4:30 pm Monday - Friday
0	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Back-up administrative support for income support clients
- Answer client phone calls as required
- Reception duties - backup
- Supervision of AS3

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Administrative Support	Administrative Support 3	8:15am -4:30 pm Monday - Friday
1	After 72 hours - 1 week			
1	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Administrative support for income support clients</li> <li>• Answer client phone calls</li> <li>• Reception duties</li> </ul>				

The Below DESWs will provide support to the following offices:

Alberta Supports:

High Level, 2 Floor, 10106 - 100 Ave

High Prairie - 2fl, 5226 - 53 Ave

Peace River - Peace River - 9715 - 100 St

Slave Lake - 108 - 4 Ave NE

DESW	Job Title	Classification	Schedule
1	Supervisor	Program Services 4	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervision of staff</li> <li>• Seeing clients as required for Income Support eligibility assessment and the issuing of benefits (Specifically for financial assistance to meet basic needs i.e. food, shelter, health etc.)</li> <li>• Deal with client emergencies as required.</li> </ul>			

DESW	Duration	Job Title	Classification	Schedule
3	First 72 hours	Career and Employment Counselor	Program Services 3	Monday to Friday 8:15am-4:30pm
4	After 72 hours - 1 week			
4	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Determine initial income support eligibility, and they would also be expected to complete eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need.</li> <li>• Crisis intervention</li> </ul>				

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Administrative Support	Administrative Support 3	8:15am -4:30 pm Monday - Friday
2	After 72 hours - 1 week			
3	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Administrative support for income support clients</li> <li>• Answer client phone calls</li> <li>• Reception duties</li> </ul>				

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Admin Team Lead	Administrative Support 4	8:15am -4:30 pm Monday - Friday
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Back-up administrative support for income support clients
- Answer client phone calls as required
- Reception duties - backup
- Supervision of AS3

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Alberta Supports Coordinator	Program Services 1	Monday to Friday 8:15am -4:30 pm
0	After 72 hours - 1 week			
2	After 1 week			

**Essential Service Work Functions**

- Issue emergent benefits for active Income support clients
- Triage client to appropriate GOA programs for support and/or benefits
- Refer clients to appropriate community resources
- Crisis intervention

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Support and Financial Services Coordinator	Program Services 1	Monday to Friday 8:15am -4:30 pm
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Issue emergent benefits for active Income support clients
- Triage client to appropriate GOA programs for support and/or benefits
- Refer clients to appropriate community resources
- Crisis intervention

**ASSURED INCOME SEVERELY HANDICAPPED (AISH)**

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>		
	<b>Short term (first 72 hours)</b>	<b>Medium term (72 hours - 1 week)</b>	<b>Long term (After 1 week)</b>
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	1	1	1
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	4	5	6
Total number required to support the essential service operations	<b>5</b>	<b>6</b>	<b>7</b>

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: GRANDE PRAIRIE ALBERTA SUPPORTS CENTRE COMMUNITY AND SOCIAL SERVICES**

Address: 100, Towne Centre Mall 9845 - 99 Avenue Grande Prairie, AB

<b>DESW</b>	<b>Duration</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	First 72 hours	Supervisor	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Supervision of staff
- Support front line functions with higher level of decision making authority and benefit approval
- Benefit approval – higher level of authority

<b>DESW</b>	<b>Duration</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
2	First 72 hours	AISH Generalist	Human Services Worker 3	Monday to Friday 8:15am-4:30pm
2	After 72 hours - 1 week			
3	After 1 week			

**Essential Service Work Functions**

- Review eligibility for ongoing financial benefits and supplementary benefits for active AISH recipients and issuance of these benefits (generate cheque or direct deposit)
- AISH eligibility assessments for palliative applicants.
- Applicant data input into CCD and LISA systems to generate an electronic file or to download an existing file and generate the cheque or direct deposit

DESW	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 6	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Risk management – cheque printing
- Managing/paying Vendors for client services
- Supervision of administration staff and high level of function authority
- Processing client documents/file transfers

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Admin Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Processing client documents/file transfers
- Reception, answering phone calls,
- Admin duties to support front line workers

DISABILITY SERVICES

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	3	3	3
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	2	2	2
Total number required to support the essential service operations	5	5	5

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: GRANDE PRAIRIE

DESW	Job Title	Classification	Schedule
1	Disability Services Coordinator	Human Services Worker 5	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Provides case management functions for Family Support for Children with Disabilities (FSCD) families and Persons with Developmental Disabilities individuals.
- Including coordinator of new services and agreements.
- Cross ministry case conferences (i.e. for individuals in acute care, transitioning etc.).
- Multi-Disciplinary Team coordinator of specialized services.

**Foreseeable changes**

Grande Prairie Persons with Developmental Disabilities (PDD)/ Family Support for Children with Disabilities (FSCD) office will be open. Alberta Supports Centres will be open and available to assist PDD/ FSCD in the Grande Prairie, High Level, Peace River, High Prairie and Slave Lake sites.

DESW	Job Title	Classification	Schedule
1	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Process payment agreement to families
- Mailing agreements to families
- Responding to inquiries and issues from families received via phone calls

NORTHEAST REGION

ALBERTA WORKS

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	2	2	2
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	3	3	3
Total number required to support the essential service operations	5	5	5

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.



**LOCATION: FORT MCMURRAY ALBERTA WORKS CENTRE**

Address: 4th Floor Provincial Building, 9915 Franklin Avenue, Fort McMurray, AB

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
<b>1</b>	Supervisor	Program Services 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Supervision of staff
- Seeing clients as required for Income Support eligibility assessment and the issuing of benefits (Specifically for financial assistance to meet basic needs i.e. food, shelter, health etc.)
- Deal with client emergencies as required.

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
<b>1</b>	Career and Employment Counselor	Program Services 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Determine initial income support eligibility, and they would also be expected to complete eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need.
- Crisis intervention

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
<b>1</b>	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Reception duties, answering calls from clients to respond to inquiries that have been re-directed from the contact centre. Respond to AISH information requests such as concerns from clients, and stakeholders assisting clients to ensure emergency situations are managed.

DISABILITY SERVICES/ FAMILY SUPPORT FOR CHILDREN WITH DISABILITIES (FSCD)

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	1	1	1
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	1	1	1
Total number required to support the essential service operations	2	2	2

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: FORT MCMURRAY PROVINCIAL BUILDING**

Address: 9915 Franklin Avenue, Fort McMurray, AB

DESW	Job Title	Classification	Schedule
1	Disability Caseworker	Human Services Worker 5	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provides case management functions for Family Support for Children with Disabilities families and Persons with Developmental Disabilities individuals</li> <li>• Including coordinator of new services and agreements</li> <li>• Cross ministry case conferences (i.e. for individuals in acute care, transitioning etc.)</li> <li>• Multi-Disciplinary Team coordinator of specialized services</li> </ul>			

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**Common Service Access Delivery**

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ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	2	2	2
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	27	27	20
Total number required to support the essential service operations	29	29	22

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

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**INCOME SUPPORT CENTRE**

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**LOCATION: JG O'DONOGHUE BUILDING, EDMONTON**

Address: 7000-113 Street, Edmonton, AB

\*Shifts vary - part time will work their required hours within the shifts outlined in the table below.  
A copy of the schedule will be provided with the eligibility list as proscribed in Part A of this agreement.

DESW	Duration	Schedule	Job Title	Classification
19* (7 Full Time/ 12 Part Time)	First 72 hours	Morning: 7:00 am - 3:00 pm	Income Support Advisors	Program Services 1
		Evening 3:00 pm - 11:00 pm		
		Night 11:00 pm -7:00 am		
19* (7 Full Time/ 12 Part Time)	After 72 hours - 1 week	Morning: 7:00 am -3:00 pm		
		Evening 3:00 pm - 11:00 pm		
		Night 11:00 pm -7:00 am		
12* (8 Full Time/ 4 Part time)	After 1 week	Morning: 7:00 am -3:00 pm		
		Evening 3:00 pm - 11:00 pm		
		Night 11:00 pm -7:00 am		
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Provides financial benefits to income support clients in the barriers to full time category for the North Regions.</li> <li>Assesses requests for emergency financial assistance for all Albertans on a 24/7 basis including those on income support or AISH</li> </ul>				

DESW	Duration	Schedule	Job Title	Classification
1	First 72 hours	6:30 am - 2:00 pm	Lead Hand	Program Services 2
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Provides financial benefits to income support clients in the barriers to full time category for the North Regions.
- Assesses requests for emergency financial assistance for all Albertans on a 24/7 basis including those on income support or AISH
- Provides guidance and consultation advice to the income support advisors.

DESW	Duration	Schedule	Job Title	Classification
1	First 72 hours	12:00 pm – 8:00 pm	Supervisor	Program Services 4
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

- Provides financial benefits to income support clients in the barriers to full time category for the North Regions.
- Assesses requests for emergency financial assistance for all Albertans on a 24/7 basis including those on income support or AISH.
- Expenditure officer duties including P-card administration.
- Provide direction and guidance to Lead Hand and Income Support Advisors.

LOCATION: CALGARY

Address: 3rd floor 1240 Kensington Road NW, Calgary, AB

DESW	Duration	Schedule	Job Title	Classification
1	First 72 hours	8:15 am – 4:30 pm	Income Support Advisors	Program Services 1
	After 72 hours - 1 week			
	After 1 week			

**Essential Service Work Functions**

- Provides financial benefits to income support clients in the barriers to full time category for the North Regions.
- Assesses requests for emergency financial assistance for all Albertans on a 24/7 basis including those on income support or AISH

SYSTEMS ADMINISTRATION AND PROCESSING CENTRE

DESW	Duration	Schedule	Job Title	Classification
1	First 72 hours	8:15 to 4:30- Monday to Friday	Contact Centre Support Team Lead	Program Services 3
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

**Systems Administration Unit:**

- Provide significant technical support and issues management related to the telephony system.
- Provide advice for how to use the system. (For example, Income Support Contact Centre (ISCC) is a 24/7 operation that has been deemed as essential and any disruption in telephony service could cause extreme hardship/risk to Albertans; therefore, Systems Administration must be available to ensure this contact centre is operational and services are not disrupted.)

DESW	Duration	Schedule	Job Title	Classification
1	First 72 hours	8:15 to 4:30- Monday to Friday	Technical Support Specialist	Program Services 1
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

**Systems Administration Unit:**

- Maintain and ensure the telephony system functions appropriately.
- Hands on programming and troubleshooting of issues that may arise day to day (i.e. phone isn't functioning properly and messages are not being played properly).
- Ensure this contact centre is operational and services are not disrupted.

DESW	Duration	Schedule	Job Title	Classification
1	First 72 hours	8:15 to 4:30- Monday to Friday	Supervisor	Administration 2
1	After 72 hours - 1 week			
1	After 1 week			

**Essential Service Work Functions**

**Processing Unit**

- Oversee and provide guidance to assessors.
- Expenditure officer authority for funeral benefits, therefore must sign applications in order for them to be approved.

DESW	Duration	Schedule	Job Title	Classification
2	First 72 hours	8:15 to 4:30- Monday to Friday	Assessor	Administrative Support 5
2	After 72 hours - 1 week			
2	After 1 week			

**Essential Service Work Functions**

**Processing Unit**

- Processing the funeral benefits application to determine eligibility
- Process payments to vendors for emergency benefits issued by the Income Support Contact Centre (ISCC).

**SHARED SERVICES**

**EMERGENCY MANAGEMENT AND BUSINESS CONTINUITY SERVICES**

LOCATION: PARK PLAZA

Address: 7<sup>th</sup> Floor 10611-98 Avenue, Edmonton, AB

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	3	3	3
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	5	5	5
Total number required to support the essential service operations	<b>8</b>	<b>8</b>	<b>8</b>

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Assistant to Director	Administrative Assistant 5	On call as required.
1	After 72 hours - 1 week			
1	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>During emergencies within the province the Provincial Emergency Social Services (PESS) will support communities in the delivery and coordination of resources to meet the basic essential needs of Albertans and visitors.</li> </ul>				

DESW	Duration	Job Title	Classification	Schedule
2	First 72 hours	Emergency Services Officer, Business Continuity Planning	Program Services 3	On call as required.
2	After 72 hours - 1 week			
2	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>During emergencies within the province the Provincial Emergency Social Services (PESS) will support communities in the delivery and coordination of resources to meet the basic essential needs of Albertans and visitors.</li> </ul>				

DESW	Duration	Job Title	Classification	Schedule
2	First 72 hours	Emergency Services Officer and Corporate Security Advisor	Program Services 4	On call as required.
2	After 72 hours – 1 week			
2	After 1 week			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>During emergencies within the province the Provincial Emergency Social Services (PESS) will support communities in the delivery and coordination of resources to meet the basic essential needs of Albertans and visitors.</li> </ul>				

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**FINANCE**

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LOCATION: STANDARD LIFE CENTRE

Address: 10405 Jasper Avenue, Edmonton, Alberta

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours – 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified <b>managers</b> *	6	6	6
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0	0	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	9	9	9
Total number required to support the essential service operations	15	15	15

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

DESW	Duration	Job Title	Classification	Schedule
6	First 72 hours	Financial Analyst	Finance 3	Monday to Friday 8:15am-4:30pm
6	After 72 hours – 1 week			
6	After 1 week			

**Essential Service Work Functions**

**Regional Financial Services Unit:**

- Provide financial and system support to regional delivery staff on processing payments and revenue transactions. Provide Accounting Officer (AO) authorization, release and reconciliation of regional payment transactions.
- Accounting Officers perform pre-release and post-verification review process several times a week. Given the volume of payment activity and the diversity of systems that are in place, specialized expertise is required. There is significant complexity due to numerous systems and interfaces with the IMAGIS financial system.
- Reconcile and review payments for reasonableness prior to release there is significant risk of late payments or risk of potential fraudulent payments being released if reviews are not completed in a timely manner.

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Accounting Officer	Finance 3	Monday to Friday 8:15am-4:30pm
1	After 72 hours – 1 week			
1	After 1 week			

**Essential Service Work Functions**

**Financial Policies and Process Systems:**

- This function provides financial and system support, which enables regional delivery staff in Disabilities, Child and Family Services, Alberta Works and AISH to process payment and revenue transactions.
- This function is responsible for the maintenance of an array of financial systems that support payment processing
  - Manage systems security and access for a wide array of financial administration.

DESW	Duration	Job Title	Classification	Schedule
1	First 72 hours	Senior Financial Analyst	Finance 4	Monday to Friday 8:15am-4:30pm
1	After 72 hours – 1 week			
1	After 1 week			

**Essential Service Work Functions**

**Financial Policies and Process Systems Unit:**

- This function provides financial and system support, which enables regional delivery staff in Disabilities, Child and Family Services, Alberta Works and AISH to process payment and revenue transactions. This function is responsible for the maintenance of an array of financial systems that support payment processing
- Reviewing payments up to 4 days a week in advance of the pay runs. Manage significant complexity due to numerous systems and interfaces with the IMAGIS financial system.



<b>DESW</b>	<b>Duration</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	First 72 hours	Financial Coordinator	Finance 2	Monday to Friday 8:15am-4:30pm
1	After 72 hours – 1 week			
1	After 1 week			

**Essential Service Work Functions**

**Financial Client Payment Revenue Unit:**

- Provide system and financial support to program areas for the Income Support (IS), Assured Income for the Severely Handicapped (AISH), Learners, and Children programs.
- Client Payments and Revenue
- Revenue and Taxation area is responsible for planning, development, compliance and implementation of all activities related to Taxation and revenue management.
- Ensuring taxation compliance with Canada Revenue Agency; Revenue financial reporting, Revenue forecasting and budgeting;; all Debt Collection activities for the Ministries; Medical benefit expenditure coordination; Quarterly and Year end activities,
- Other revenue collection, Financial analysis and reporting of Community and Social Services and Children’s Services, Services Revenue from various sources (e.g. Children’s Special Allowance, Persons with Developmental Disabilities and Children Services revenue, etc.).

## DEPARTMENT: ENVIRONMENT AND PARKS - CONTENTS

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## Department: Environment and Parks

### Division: Operations

#### PROGRAM: ALBERTA ENVIRONMENTAL SUPPORT AND EMERGENCY RESPONSE TEAM (ASERT)

ESSENTIAL SERVICE REQUIREMENTS	TOTAL
Total number of essential services positions to be filled with capable and qualified <b>managers</b> .	5
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	5
Total number required to support the essential service operations	10

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

#### LOCATION:

**Peace Region Provincial Building**, Main Floor 10320 99 St, Grande Prairie, AB;

**Lower Athabasca, Telus Building**, Main Floor 250 Diamond Avenue, Spruce Grove, AB;

**Upper Athabasca Provincial Building**, Second Floor, 5020 52 Avenue, Whitecourt, AB

**Red Deer/ North Saskatchewan; Main Floor, Twin Atria Building**, 4999 98 Avenue, Edmonton AB

**South Saskatchewan, Deerfoot Square Building**, Second Floor, 2938 11 St NE, Calgary, AB

**\*\*One DESW per each location below**

DESW	Job Title	Classification	Schedule
5	Environmental Response Officer	Program Services 4	8:15 am–4:30 pm; On-call 24/7
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• ASERT Emergency Responders respond to all public complaints and industry reports received by the Environmental Hotline outside of normal business hours.</li> <li>• Conducting a site inspection in the field when a potential non-compliance requires immediate attention after-hours.</li> <li>• Ensuring that public health and environmental protection during environmental emergencies by providing on-site Regional Responder.</li> <li>• Conducting concurrent regional responder/compliance investigation activities as required, and provides support to partner agencies such as Alberta Energy Regulator during responses.</li> <li>• Undertaking the emergency provisions embodied in legislation including issuing and administering orders, providing direction to the responsible party.</li> <li>• Report public health issues resulting from environmental emergencies.</li> </ul>			

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of essential service positions to be filled with capable and qualified <b>managers</b>	11
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	12 (Engineers)
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	29
Total number required to support the essential service operations	54
<b>TERMS AND CONDITIONS</b>	
Dependent upon the emergency situation all staff may be required to attend work and required to work overtime hours at any time. *During non-operational season (November to March) employees can be scheduled for 4 hours each. 2 employees in the am and 2 employees in the pm. On-call application for 24 hour period.	

Location: St Mary Dam Office, Main Floor Spring Coulee, Alberta

DESW	Job Title	Classification	Schedule
1	Team Leader	Technologies 7	Monday to Friday 8:00 am – 4:30 pm; and a 24/7 on call rotation for 24 Hour Operation (emergencies) *During non-operational season (November to March) employees can be scheduled for 4 hours each. 2 employees in the am and 2 employees in the pm. On-call application for 24 hour period.

**Essential Service Work Functions**

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance
- Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections.
- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life
- Operation and maintenance and surveillance of provincially owned water management structure.

DESW	Job Title	Classification	Schedule
1	Operations Technologist	Technologies 6	Monday to Friday 8:00 am – 4:30 pm; and a 24/7 on call rotation for 24 Hour Operation (emergencies) *During non-operational season (November to March) employees can be scheduled for 4 hours each. 2 employees in the am and 2 employees in the pm. On-call application for 24 hour period.

**Essential Service Work Functions**

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance
- Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections.
- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and

Water for Life

- Operation and maintenance and surveillance of provincially owned water management structure.

DESW	Job Title	Classification	Schedule
1	Operations and Maintenance Technologist	Technologies 5	Monday to Friday 8:00 am – 4:30 pm; and a 24/7 on call rotation for 24 Hour Operation (emergencies) *During non-operational season (November to March) employees can be scheduled for 4 hours each. 2 employees in the am and 2 employees in the pm. On-call application for 24 hour period.

**Essential Service Work Functions**

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance
- Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections.
- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life
- Operation and maintenance and surveillance of provincially owned water management structure.

DESW	Job Title	Classification	Schedule
2	Operations and Maintenance Technologist	Technologies 3	Monday to Friday 8:00 am – 4:30 pm; and a 24/7 on call rotation for 24 Hour Operation (emergencies) *During non-operational season (November to March) employees can be scheduled for 4 hours each. 2 employees in the am and 2 employees in the pm. On-call application for 24 hour period.

**Essential Service Work Functions**

- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life
- Operation and maintenance and surveillance of provincially owned water management structure.

**LOCATION: OLDMAN RIVER DAM**

Address: Control Building, Main Floor, Old Man River Dam AB

DESW	Job Title	Classification	Schedule
1	Team Leader	Technologies 7	Monday to Friday 8:00 am – 4:30 pm; and a 24/7 on call rotation for 24 Hour Operation (emergencies) *During non-operational season (November to March) employees can be scheduled for 4 hours each. 2 employees in the am and 2 employees in the pm. On-call application for 24 hour period.

**Essential Service Work Functions**

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance
- Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections.
- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life

- Operation and maintenance and surveillance of provincially owned water management structure.

DESW	Job Title	Classification	Schedule
1	Operations Technologist	Technologies 6	Monday to Friday 8:00 am – 4:30 pm; and a 24/7 on call rotation for 24 Hour Operation (emergencies) *During non-operational season (November to March) employees can be scheduled for 4 hours each. 2 employees in the am and 2 employees in the pm. On-call application for 24 hour period.

#### Essential Service Work Functions

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance
- Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections.
- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life
- Operation and maintenance and surveillance of provincially owned water management structure.

DESW	Job Title	Classification	Schedule
1	Operations and Maintenance Technologist	Technologies 5	Monday to Friday 8:00 am – 4:30 pm and a 24/7 on call rotation for 24 Hour Operation (emergencies) *During non-operational season (November to March) employees can be scheduled for 4 hours each. 2 employees in the am and 2 employees in the pm. On-call application for 24 hour period.

#### Essential Service Work Functions

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance
- Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections.
- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life
- Operation and maintenance and surveillance of provincially owned water management structure.

DESW	Job Title	Classification	Schedule
1	Operations and Maintenance Technologist	Technologies 4	Monday to Friday 8:00 am – 4:30 pm; and a 24/7 on call rotation for 24 Hour Operation (emergencies) *During non-operational season (November to March) employees can be scheduled for 4 hours each. 2 employees in the am and 2 employees in the pm. On-call application for 24 hour period.

#### Essential Service Work Functions

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance
- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life
- Operation and maintenance and surveillance of provincially owned water management structure.

DESW	Job Title	Classification	Schedule
3	Operations and Maintenance Technologist	Technologies 3	Monday to Friday 8:00 am – 4:30 pm; and a 24/7 on call rotation for 24 Hour Operation (emergencies) *During non-operational season (November to March) employees can be scheduled for 4 hours each. 2 employees in the am and 2 employees in the pm. On-call application for 24 hour period.

**Essential Service Work Functions**

- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life
- Operation and maintenance and surveillance of provincially owned water management structure.

**LOCATION: MEDICINE HAT PROVINCIAL BUILDING**

Address: 346 – 3 Street, S.E. Medicine Hat, AB

DESW	Job Title	Classification	Schedule
1	Team Leader	Technologies 7	Monday to Friday 8:00 am – 4:30 pm; and a 24/7 on call rotation for 24 Hour Operation (emergencies) *During non-operational season (November to March) employees can be scheduled for 4 hours each. 2 employees in the am and 2 employees in the pm. On-call application for 24 hour period.

**Essential Service Work Functions**

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance
- Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections.
- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life
- Operation and maintenance and surveillance of provincially owned water management structure.

**LOCATION: INNISFAIL DICKSON DAM OFFICE**

Address: Main Floor, Innisfail, AB

DESW	Job Title	Classification	Schedule
1	Team Leader	Technologies 7	Monday to Friday 8:00 am – 4:30 pm; and a 24/7 on call rotation for 24 Hour Operation (emergencies) *During non-operational season (November to March) employees can be scheduled for 4 hours each. 2 employees in the am and 2 employees in the pm. On-call application for 24 hour period.

**Essential Service Work Functions**

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance
- Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections.
- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life

- Operation and maintenance and surveillance of provincially owned water management structure.

DESW	Job Title	Classification	Schedule
1	Operations and Maintenance Technologist	Technologies 5	Monday to Friday 8:00 am – 4:30 pm and a 24/7 on call rotation for 24 Hour Operation (emergencies) *During non-operational season (November to March) employees can be scheduled for 4 hours each. 2 employees in the am and 2 employees in the pm. On-call application for 24 hour period.

**Essential Service Work Functions**

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance
- Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections.
- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life.
- Operation and maintenance and surveillance of provincially owned water management structure.

DESW	Job Title	Classification	Schedule
1	Operations and Maintenance Supervisor	Technologies 5	Monday to Friday 8:00 am – 4:30 pm; and a 24/7 on call rotation for 24 Hour Operation (emergencies) *During non-operational season (November to March) employees can be scheduled for 4 hours each. 2 employees in the am and 2 employees in the pm. On-call application for 24 hour period.

**Essential Service Work Functions**

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance
- Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections.
- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life
- Operation and maintenance and surveillance of provincially owned water management structure.

DESW	Job Title	Classification	Schedule
1	Operations and Maintenance Technologist	Technologies 4	Monday to Friday 8:00 am – 4:30 pm; and a 24/7 on call rotation for 24 Hour Operation (emergencies) *During non-operational season (November to March) employees can be scheduled for 4 hours each. 2 employees in the am and 2 employees in the pm. On-call application for 24 hour period.

**Essential Service Work Functions**

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance
- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life



- Operation and maintenance and surveillance of provincially owned water management structure.

**LOCATION: CAMROSE PROVINCIAL BUILDING**

Address: Second Floor 4867 50 St Camrose, AB

DESW	Job Title	Classification	Schedule
1	Team Leader	Technologies 7	Monday to Friday 8:00 am – 4:30 pm; and a 24/7 on call rotation for 24 Hour Operation (emergencies) *During non-operational season (November to March) employees can be scheduled for 4 hours each. 2 employees in the am and 2 employees in the pm. On-call application for 24 hour period.

**Essential Service Work Functions**

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance
- Operations and maintenance for pumping operations for domestic water supply.
- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life
- Operation and maintenance and surveillance of provincially owned water management structure.

DESW	Job Title	Classification	Schedule
1	Operations and Maintenance Technologist	Technologies 5	Monday to Friday 8:00 am – 4:30 pm; and a 24/7 on call rotation for 24 Hour Operation (emergencies) *During non-operational season (November to March) employees can be scheduled for 4 hours each. 2 employees in the am and 2 employees in the pm. On-call application for 24 hour period.

**Essential Service Work Functions**

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance
- Operations and maintenance for pumping operations for domestic water supply.
- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life
- Operation and maintenance and surveillance of provincially owned water management structure.

**LOCATION: PEACE RIVER PROVINCIAL BUILDING**

Address: 2<sup>nd</sup> floor, 9621-96 Avenue, Peace River Alberta

DESW	Job Title	Classification	Schedule
1	Team Leader	Technologies 7	Monday to Friday 8:00 am – 4:30 pm; and a 24/7 on call rotation for 24 Hour Operation (emergencies) *During non-operational season (November to March) employees can be scheduled for 4 hours each. 2 employees in the am and 2 employees in the pm. On-call application for 24 hour period.

**Essential Service Work Functions**

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance
- Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections.

- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life
- Operation and maintenance and surveillance of provincially owned water management structure.

DESW	Job Title	Classification	Schedule
1	Operations and Maintenance Supervisor	Technologies 6	Monday to Friday 8:00 am – 4:30 pm; and a 24/7 on call rotation for 24 Hour Operation (emergencies) *During non-operational season (November to March) employees can be scheduled for 4 hours each. 2 employees in the am and 2 employees in the pm. On-call application for 24 hour period.

**Essential Service Work Functions**

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance
- Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections.
- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life
- Operation and maintenance and surveillance of provincially owned water management structure.

DESW	Job Title	Classification	Schedule
1	Operations and Maintenance Technologist	Technologies 5	Monday to Friday 8:00 am – 4:30 pm; and a 24/7 on call rotation for 24 Hour Operation (emergencies) *During non-operational season (November to March) employees can be scheduled for 4 hours each. 2 employees in the am and 2 employees in the pm. On-call application for 24 hour period.

**Essential Service Work Functions**

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance
- Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections.
- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life
- Operation and maintenance and surveillance of provincially owned water management structure.

**LOCATION: VULCAN BOW BASIN**

Address: 1009 2 Ave N Vulcan, AB

DESW	Job Title	Classification	Schedule
1	Team Leader	Technologies 7	Monday to Friday 8:00 am – 4:30 pm; and a 24/7 on call rotation for 24 Hour Operation (emergencies) *During non-operational season (November to March) employees can be scheduled for 4 hours each. 2 employees in the am and 2 employees in the pm. On-call application for 24 hour period.

**Essential Service Work Functions**

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and

Maintenance

- Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections.
- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life
- Operation and maintenance and surveillance of provincially owned water management structure.

DESW	Job Title	Classification	Schedule
1	Operations and Maintenance Technologist	Technologies 5	Monday to Friday 8:00 am – 4:30 pm; and a 24/7 on call rotation for 24 Hour Operation (emergencies) *During non-operational season (November to March) employees can be scheduled for 4 hours each. 2 employees in the am and 2 employees in the pm. On-call application for 24 hour period.

**Essential Service Work Functions**

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance
- Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections.
- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life
- Operation and maintenance and surveillance of provincially owned water management structure.

DESW	Job Title	Classification	Schedule
1	Operations and Maintenance Technologist	Technologies 3	Monday to Friday 8:00 am – 4:30 pm; and a 24/7 on call rotation for 24 Hour Operation (emergencies) *During non-operational season (November to March) employees can be scheduled for 4 hours each. 2 employees in the am and 2 employees in the pm. On-call application for 24 hour period.

**Essential Service Work Functions**

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance
- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life
- Operation and maintenance and surveillance of provincially owned water management structure.

**LOCATION: DEERFOOT SQUARE**

Address: 3<sup>rd</sup> floor, 2938 – 11 Street NE Calgary, Alberta

DESW	Job Title	Classification	Schedule
1	Team Leader	Technologies 7	Monday to Friday 8:00 am – 4:30 pm; and a 24/7 on call rotation for 24 Hour Operation (emergencies) *During non-operational season (November to March) employees can be scheduled for 4 hours each. 2 employees in the am and 2 employees in the pm. On-call application for 24 hour period.

**Essential Service Work Functions**

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance
- Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections.
- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life
- Operation and maintenance and surveillance of provincially owned water management structure.

**LOCATION: OXBRIDGE PLACE**

Address: 8th Floor, 9820 106 Street, Edmonton, AB

DESW	Job Title	Classification	Schedule
1	Dam Safety Technologist	Technologies 6	Monday to Friday 8:00 am – 4:30 pm and a 24/7 on call rotation for 24 Hour Operation (emergencies) *During non-operational season (November to March) employees can be scheduled for 4 hours each. 2 employees in the am and 2 employees in the pm. On-call application for 24 hour period.

**Essential Service Work Functions**

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance
- Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections.
- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life
- Operation and maintenance and surveillance of provincially owned water management structure.

DESW	Job Title	Classification	Schedule
2	Dam Safety Technologist	Technologies 5	Monday to Friday 8:00 am – 4:30 pm and a 24/7 on call rotation for 24 Hour Operation (emergencies) *During non-operational season (November to March) employees can be scheduled for 4 hours each. 2 employees in the am and 2 employees in the pm. On-call application for 24 hour period.

**Essential Service Work Functions**

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance
- Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections.
- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life
- Operation and maintenance and surveillance of provincially owned water management structure.

PROGRAM: BUSINESS SUPPORTS

**Note:** \*Fire Season is from March 1 to October 31.

**LOCATION: SPRUCE GROVE TELUS BUILDING**

Address: Main Floor 250 Diamond Ave Spruce Grove, AB

DESW	Job Title	Classification	Schedule
1	GIS Specialist	Technologies 6	*Required during fire season Monday – Friday 8:15 am – 4:30 pm and On-call 24/7
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"><li>• Provide GIS Services provided to Department of Agriculture and Forestry for Wildfire Management branch.</li></ul>			

**LOCATION: WHITECOURT PROVINCIAL BUILDING**

Address: Second Floor 5020 52 Ave Whitecourt, AB

DESW	Job Title	Classification	Schedule
1	GIS Specialist	Technologies 6	*Required during fire season Monday – Friday 8:15 am – 4:30 pm and On-call 24/7
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"><li>• Provide GIS Services provided to Department of Agriculture and Forestry for Wildfire Management branch.</li></ul>			

**LOCATION: LAC LA BICHE PROVINCIAL BUILDING**

Address: Second Floor 8503 Beaverhill Road Lac La Biche, AB

DESW	Job Title	Classification	Schedule
1	GIS Specialist	Technologies 6	*Required during fire season Monday – Friday 8:15 am – 4:30 pm and On-call 24/7
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"><li>• Provide GIS Services provided to Department of Agriculture and Forestry for Wildfire Management branch.</li></ul>			

**LOCATION: PEACE RIVER PROVINCIAL BUILDING**

Address: Third Floor 9621 96 Ave, Peace River, AB

DESW	Job Title	Classification	Schedule
4	GIS Technician	Technologies 4	*Required during wildfire season Monday – Friday 8:15 am – 4:30 pm and On-call 24/7
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"><li>• Provide GIS Services provided to Department of Agriculture and Forestry for Wildfire Management branch.</li></ul>			

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>
Total number of essential service positions to be filled with capable and qualified <b>managers</b>	0
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	43 (39 permanent and 4 wages)
Total number required to support the essential service operations	43

**LOCATION: KANANASKIS EMERGENCY SERVICE CENTRE, EMERGENCY SERVICES BUILDING**

Address: Main Floor, Kananaskis Emergency Services Building, 1 Boundary Road, Kananaskis, AB

Note: Kananaskis Emergency Response centre in the event of any emergencies may be required to call in additional staff on any shift dependent upon the nature of the emergency.

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Dispatch Supervisor Emergency Services	Administrative Support 6	6:00 am-12:00 am non-summer operations, 6:00 am-2:00 am summer, 10 hour shifts

**Essential Service Work Functions**

- Public Safety and Emergency Services Emergency responders dispatch services through specialized facilities at the Kananaskis Emergency Services Centre.

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Team Lead Emergency Services	Standards, Safety and Compliance 4	8:15 am -4:30 pm rotating days as per operational need. On call in emergencies

**Essential Service Work Functions**

- Provide search and rescue service in a timely and/or highly technical rescue event.
- Maintains the emergency and non-emergency municipal communications system.
- Respond to emergency and non-emergency operations as related to structural fire suppression, vehicle rescue, emergency, medical services, structural dispatching.
- Assist with back country/ slope rescue, water, ice rescue operations.
- Coordinate Critical Incident Management Systems for events of major consequence for both employees and individuals encountered.

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
2 permanent and 4 wages	Communications Officer – Emergency Services	Admin Support 5	6:00 am-12:00 am non-summer operations, 6:00 am-2:00 am summer, 10 hour shifts

**Essential Service Work Functions**

- Dispatch responses to emergency and non-emergency calls received on radio or through telephone calls.
  - Receive initial call, provide pre-arrival medical instructions, pin point location of emergency, triage and dispatch resources, monitor and record radio communications and the completion of detailed reports.
  - Ensure all agencies involved in call response are provided accurate updates on personnel, agency and incident status.
- Responsible for receiving sighting reports, transmitting data to appropriate personnel.
- Collection and distribution of information pertinent to the Canadian Avalanche Centre.
- Answer public inquiries or dispatch responses for non-emergency assistance.
- Assist with medical care for walk in patients.

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1 per shift	Fire Prevention Officer	Standards, Safety and Compliance 1	24 hour operations, 12 hour shifts (2 day shifts, 24 hours off, 2 night shifts, then 4 days off)

**Essential Service Work Functions**

- Provide search and rescue service in a timely and/or highly technical rescue event.

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
3 per shift	Station Officer	Standards, Safety and Compliance 1	24 hour operations, 12 hour shifts (2 day shifts, 24 hours off, 2 night shifts, then 4 days off)

**Essential Service Work Functions**

- Responsible for all fire and rescue operations and operational assignment as assigned by the Kananaskis Emergency Response Centre.
- Respond to emergency and non-emergency operations as related to structural fire suppression, vehicle rescue, structural rescue, hazardous material intervention, wildland urban interface, wildland fire suppression, structural and confined space rescue and assisting with medical response, back country/ slope rescue, water and ice rescue operations.
- Dispatching of after hour emergencies and interagency assistance to other emergency services agencies.
- Provide search and rescue service in a timely and/or highly technical rescue event.

LOCATION: CANMORE PROVINCIAL BUILDING  
Address: Second Floor, 800 Railway Avenue, Canmore, AB

DESW	Job Title	Classification	Schedule
1	Public Safety Team Lead	Standards, Safety and Compliance 5	Saturday to Wednesday 8:15 am – 4:30 pm, always on call
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide response to public safety programs including Avalanche response, rope rescue and Helisling rescue operations within the Kananaskis Park.</li> <li>• Coordinate back country rescues</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Public Safety Standards Specialist	Standards, Safety and Compliance 4	7 days a week, 8:15 pm-4:30 pm, Always 1-2 on call. If more emergencies, more will be called.
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide response to public safety programs including Avalanche response, rope rescue and Helisling rescue operations within the Kananaskis Park.</li> <li>• Coordinate back country rescues.</li> </ul>			

LOCATION: THE CONSERVATION OFFICERS WILL BE DEPLOYED TO THE LOCATION OF MOST URGENT NEED.

**Conservation Officers will be deployed to the below work locations depending on the situation/need at the time of a work stoppage.**

**Rocky Mountain House**

Provincial Building, Main Floor  
4919 51 St  
Rocky Mountain House, AB

**Red Deer**

Parks Office, Main Floor  
Aspen Beach, AB

**Stettler**

Provincial Building, main Floor  
4705 49 Avenue  
Stettler AB

**Miquelon Lake**

Provincial Park office, Main Floor  
Miquelon Lake Provincial Park, AB

**Hinton**

Hinton Government Center, Third Floor  
131 Civic Centre Road  
Hinton, AB

**Spruce Grove**

Telus Building, Main Floor  
250 Diamond Avenue  
Spruce Grove, AB

**Cold Lake**

51 St Building, Main Floor  
5013 51 St  
Cold Lake, AB

**Lac La Biche**

Provincial Building, Second Floor  
9503 Beaverhill Road  
Lac La Biche, AB



**Fort McMurray**

Provincial Building/Jubilee Center, Sixth Floor  
 West Tower  
 9915 Franklin Ave  
 Fort McMurray AB

**Peace River**

Provincial Building, Main Floor  
 9621 96 Ave  
 Peace River, AB

**Slave Lake**

Office Building, Main Floor  
 108 4 Avenue NE  
 Slave Lake, AB

**Castle**

Provincial Building, Main Floor  
 782 Main Street  
 Pincher Creek, AB

**Cypress Hills**

Park Office  
 Cypress Hills Provincial Park, AB

**Peter Lougheed Provincial Park**

Office Unit, Main Floor  
 Peter Lougheed Provincial Park, AB

**East Kananaskis**

Sheep Ranger Station Office, Main Floor  
 Bragg Creek, AB

**Fish Creek**

Fish Creek Provincial Park Admin, Main Floor  
 15979 Bow Bottom Trail SE  
 Calgary, AB

**Athabasca**

Duniece Building, Third Floor  
 4810 50 St  
 Athabasca, AB

**Grande Prairie**

Provincial Building, Main Floor  
 10320 99 St  
 Grande Prairie, AB

**Dinosaur Provincial Park**

Palaeontology Field Station, Main Floor  
 Brooks AB

**Pincher Creek**

Provincial Building, Main Floor  
 782 Main Street  
 Pincher Creek, AB

**Writing on Stone**

Provincial Park office, Main Floor  
 Writing on Stone Provincial Park, AB

**Canmore**

Provincial Building, Second Floor  
 800 Railway Ave  
 Canmore, AB

**Glenbow District**

Office/Visitor Center, Main Floor  
 255- 001 Glenbow Road  
 Glenbow Provincial Park, AB

**Cochrane**

Provincial Building, Main Floor  
 213 1 St W  
 Cochrane, AB

DESW	Job Title	Classification	Schedule
27	District Conservation Officer	Natural Resources 7	24 hour operations with 7.25 hour shifts
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Enforcement/ compliance to ensure safety of the public</li> </ul>			

PROGRAM: WATERSHED RESILIENCE AND MITIGATION - RIVER FORECAST CENTER

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>
Total number of essential service positions to be filled with capable and qualified <b>managers</b>	0
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	4
Total number required to support the essential service operations	4

**LOCATION: OXBRIDGE PLACE**

Address: 11th Floor, 9820 106 Street, Edmonton, AB

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	River Technologist	Technologies 6	8:15 am – 4:30 pm M-F, 24/7 on-call in emergencies
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provides ongoing information, on a province wide basis, that is used to make decisions on water supply, flood mitigation and emergency response planning.</li> <li>• Issues advisories, watches and warnings to inform of potential and occurring hazardous river conditions (e.g. floods, ice jams)</li> </ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
3	River Technologist	Technologies 5	8:15 am – 4:30 pm Monday - Friday, 24/7 on-call in emergencies
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provides ongoing information, on a province wide basis, that is used to make decisions on water supply, flood mitigation and emergency response planning.</li> <li>• Issues advisories, watches and warnings to inform of potential and occurring hazardous river conditions (e.g. floods, ice jams)</li> </ul>			

## DEPARTMENT: HEALTH - CONTENTS

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## DEPARTMENT: HEALTH

OVERALL DEPARTMENT ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified <b>managers</b> to perform essential services	33
Total number of capable and qualified <b>opted out &amp; excluded staff</b> to perform essential services	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	1
Total number required to support the essential service operations	34

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

### *Division: Public Health and Compliance*

#### PROGRAM: HEALTH AND WELLNESS PROMOTION BRANCH

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified <b>managers</b> to perform essential services	3
Total number of capable and qualified <b>opted out &amp; excluded staff</b> to perform essential services	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	1
Total number required to support the essential service operations	4

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

#### LOCATION: CONFIDENTIAL LOCATION

DESW	Job Title	Classification	Schedule
1	Provincial Vaccine Depot Technologist	Technologies 3	On call – required for approximately 1-5 hours per day. After business hours on a weekly rotation Monday- Sunday

#### **Essential Service Work Functions**

- Process and ship Alberta Vaccine Inventory Orders
- Record lab fridge, cooler and shops temperatures
- Pick and pack vaccine orders
- Maintain depot stock via use of mechanical equipment (trained with pallet jacks and hydraulic lifts to receive and ship orders).
- Ensure that the Alberta Vaccine Inventory Management System is maintained and accurate.

#### **Foreseeable Changes**

- School programs and routine child immunization require vaccine to be available and shipped in August may require additional hours.
- Influenza season from mid-September to March 31<sup>st</sup> may require additional hours.

\*During peak times need someone on-call at all times monitoring the app from home.

\* DESWs on call must be able to attend the worksite within ½ hour from the call.

## DEPARTMENT: INFRASTRUCTURE - CONTENTS

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DEPARTMENT: INFRASTRUCTURE

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*Division: Properties*

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**PROGRAM: PROPERTIES MANAGEMENT**

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ESSENTIAL SERVICE REQUIREMENTS	TOTAL
Total number of essential services positions to be filled with capable and qualified <b>managers</b>	0
Total number of essential services positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	13
Total number of DESWs required to support the essential service operations	13

\* DESW's on call must be able to attend the worksite within ½ hour from the call. This also applies if there were to be an emergency in any one of the Government of Alberta's owned facilities.

LOCATION: SPY HILL CORRECTIONAL CENTRE; CALGARY REMAND CENTRE

DESW	Job Title	Classification	Schedule
1	Power Plant Engineer 4 <sup>th</sup> class	Power Plant Engineer 4 <sup>th</sup> class	On-call up to 2 hours to perform checks

**Essential Work functions**

- Work essential to the efficient and effective operation and maintenance of large heating and/or cooling plant(s) and auxiliary equipment.
- Maintenance of high energy systems to meet ABSA Code.
- Required to work the minimum time to meet ABSA code requirements.
- Maintain boiler operations as per CRC boiler operating procedure.

DESW	Job Title	Classification	Schedule
1	Electrician	Electrician 1	On -call

**Essential Work functions**

- Work essential to ongoing operation and maintenance of electrical equipment and systems as it relates to the protection of life health and safety under 95.1 a. of the Labour Relations Code.
- Respond to and repair emergent electrical issues.

DESW	Job Title	Classification	Schedule
1	Plumber	Plumber 1	On -call

**Essential Work functions**

- Work essential to ongoing operation and repair of plumbing, heating, gas fitting, and/or mechanical systems within the assigned facility.

**LOCATION: MICHENER CENTRE, RED DEER ALBERTA**

DESW	Job Title	Classification	Schedule
1	Power Plant Engineer 4 <sup>th</sup> class	Power Plant Engineer 4 <sup>th</sup> class	On-call up to 2 hours to perform checks
<b>Essential Work functions</b>			
<ul style="list-style-type: none"> <li>• Work essential to the efficient and effective operation and maintenance of large heating and/or cooling plant(s) and auxiliary equipment.</li> <li>• Maintenance of high energy systems to meet ABSA Code.</li> <li>• Required to work the minimum time to meet ABSA code requirements.</li> <li>• Weekends and Holidays: As per Power Engineer Regulation AR 85/2003 Section 4 (1)(3)(B).</li> <li>• Heating plant equipment is checked twice within each 24-hour period and at least 7 hours apart, while the heating plant is in operation.</li> <li>• Heating Plant 18, 18 Michener Way requires Power Engineer the following for Boiler# 27;28;29 and (Heating Plant 2, 20 Michener Way ) requires the following for Boiler #30; 31;32 no power engineer required.</li> <li>• Standard Operating Procedures (SOPs)-all ABSA documents and regulations can be retrieved from www.absa.ca.</li> <li>• Inspection and Servicing SOPs - as per ABSA AB-506 (Inspection &amp; Servicing Requirements for In-Service Pressure Equipment).</li> <li>• Operational SOPs - Operational SOPs: as per ABSA Guidelines for (Care and Operation of Hot Water and Steam Heating Boilers).</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Electrician	Electrician 1	On -call
<b>Essential Work functions</b>			
<ul style="list-style-type: none"> <li>• Work essential to ongoing operation and maintenance of electrical equipment and systems as it relates to the protection of life health and safety under 95.1 a. of the Labour Relations Code.</li> <li>• Respond to and repair emergent electrical issues.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Plumber	Plumber 1	On -call
<b>Essential Work functions</b>			
<ul style="list-style-type: none"> <li>• Work essential to ongoing operation and repair of plumbing, heating, gas fitting, and/or mechanical systems within the assigned facility.</li> </ul>			

**LOCATION: GOVERNMENT CENTRE**

DESW	Job Title	Classification	Schedule
1	Power Plant Engineer 4 <sup>th</sup> class	Power Plant Engineer 4 <sup>th</sup> class	On-call up to 2 hours to perform checks
<b>Essential Work functions</b>			
<ul style="list-style-type: none"> <li>• Work essential to the efficient and effective operation and maintenance of large heating and/or cooling plant(s) and auxiliary equipment for the assigned facility.</li> <li>• Maintenance of high energy systems to meet ABSA Code. Required to work the minimum time to meet ABSA code requirements.</li> <li>• For Boiler #1, 2,3,4 the following is required to be completed: <ul style="list-style-type: none"> <li>○ <b>Daily Check:</b> steam pressure gage, boiler water level, flame colour and pattern, furnace pressure, wind box pressure, flue gas temperature, Induced Draft fan bearing temperature and oil reservoir level, instrument air pressure, combustion controls, gas valve, forced and induced draft air dampers, feed water valve operation, water leaks, and gas leaks. Test and maintain boiler, softener, feed water and return condensate water chemistry in accordance with the Alberta</li> </ul> </li> </ul>			

Government water treatment program guidelines. Flush the boiler, condensate receiver, and deaerator water columns and gage glasses. Check automatic operation of the combustion controls to maintain steam pressure set point. Perform Plant rounds twice within each 24 hour period and at least 7 hours apart to detect problems early. **Note:** Daily boiler checks on weekends are performed by Edon Management power engineers.

- **Weekly check-** In addition to daily checks prove the operation of the low water fuel cut-off, flame failure cut off and blow down the boiler mud drums.
- **Monthly check-** In addition to daily and weekly checks lift the safety valves, check the low combustion air flow fuel cut –off. Isolate the transmitters and flush the drum level and steam flow transmitter sensing lines.

DESW	Job Title	Classification	Schedule
1	Electrician Supervisor (High Voltage Distribution System)	Electrician 3	On-call

**Essential Work functions**

- Work essential to ongoing operation and maintenance of electrical equipment and systems as it relates to the protection of life health and safety under 95.1 a. of the Labour Relations Code.
- Respond to and repair emergent electrical issues
- Provide specialized high voltage maintenance for the high voltage systems.

DESW	Job Title	Classification	Schedule
1	Electrician	Electrician 1	On -call

**Essential Work functions**

- Work essential to ongoing operation and maintenance of electrical equipment and systems as it relates to the protection of life health and safety under 95.1 a. of the Labour Relations Code.
- Respond to and repair emergent electrical issues

DESW	Job Title	Classification	Schedule
1	Plumber	Plumber 1	On -call

**Essential Work functions**

- Work essential to ongoing operation and repair of plumbing, heating, gas fitting, and/or mechanical systems within the assigned facility.

**LOCATION: ROYAL ALBERTA MUSEUM**

DESW	Job Title	Classification	Schedule
1	Power Plant Engineer 4 <sup>th</sup> class	Power Plant Engineer 4 <sup>th</sup> class	On call 7 days per week and Weekend Boiler Checks between 8 – 10 am, 5 – 7 pm every second Saturday & Sunday up to 2 hours to perform checks

**Essential Work functions**

- Work essential to the efficient and effective operation and maintenance of large heating and/or cooling plant(s) and auxiliary equipment.
- Maintenance of high energy systems to meet ABSA Code.
- Required to work the minimum time to meet ABSA code requirements.
- Maintain boiler operations as per CRC boiler operating procedure.
- Royal Alberta Museum requires the following for Boiler #5; 6; 7; 8; 9; 10; 11; 12; 13
  - **Daily** - Water tests completed daily and results recorded as per water treatment program. Check



and record pressure and stack temperature.

- **Twice daily (7 hours apart)** - Check that combustion and ventilation area is clear of obstruction. Check for unusual noises, odors, vibrations. Observe water level and blow down LWCO. Observe flame for color.

DESW	Job Title	Classification	Schedule
1	Electrician	Electrician 1	On -call

**Essential Work functions**

- Work essential to ongoing operation and maintenance of electrical equipment and systems as it relates to the protection of life health and safety under 95.1 a. of the Labour Relations Code.
- Respond to and repair emergent electrical issues.

DESW	Job Title	Classification	Schedule
1	Plumber	Plumber 1	On -call

**Essential Work functions**

- Work essential to ongoing operation and repair of plumbing, heating, gas fitting, and/or mechanical systems within the assigned facility.

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## DEPARTMENT: JUSTICE AND SOLICITOR GENERAL

### *Division: Alberta Crown Prosecution Services*

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers including Crown Prosecutors to perform essential service.*	378
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	315
<b>Total number required to support the essential service operations</b>	<b>693</b>

\*Essential services to be performed by capable and qualified managers include Office Managers and Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

### APPEALS, EDUCATION AND PROSECUTION POLICY BRANCH

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential service.*	24
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	6
<b>Total number required to support the essential service operations</b>	<b>30</b>

\*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

### LOCATION: EDMONTON, BOWKER BUILDING

Address: 3<sup>rd</sup> Floor North 9833 – 109 Street, Edmonton AB

DESW	Job Title	Classification	Schedule
1	Paralegal (Traffic Safety Unit)	Legal Administration 5	Monday to Friday 8:15 am - 4:30 pm

#### Essential Service Work Functions

- Provide advanced legal support to lawyers.
- Assist prosecutors on complex files and projects
- Ensure substantive and administrative tasks on each file are completed in a timely manner.

DESW	Job Title	Classification	Schedule
1	Office Manager	Legal Administration 4	Monday to Friday 8:15 am - 4:30 pm

#### Essential Service Work Functions

- Supervision of the legal assistants.
- Effectively and efficiently run the operations of the office.
- Responsible for ensuring that work is completed and provides cover off for all administrative and legal assistant roles within the office.

DESW	Job Title	Classification	Schedule
2	Legal Assistant (Appeals Unit)	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Support lawyers providing enhanced preparation of appeal files and assistance to Appellate Counsel.
- Support court proceedings and preparation of legal documents specifically required to deal with appeals in the Court of Appeal and Supreme Court of Canada.
- Assists with preparation for Appeal Hearings, including composition of originating and responding documents and other complex court documents, case files and record management.

LOCATION: CALGARY CENTRIUM PLACE

Address: Third Floor, 332 - 6 Avenue S.W.

DESW	Job Title	Classification	Schedule
1	Assistant Office Manager	Legal Administration 3	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Supervision of Senior Legal Assistants and Administrative Support.
- Provide legal assistant support to appellate counsel.

DESW	Job Title	Classification	Schedule
1	Legal Assistant	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Support lawyers providing enhanced preparation of appeal files and assistance to Appellate Counsel.
- Support court proceedings and preparation of legal documents specifically required to deal with appeals in the Court of Appeal and Supreme Court of Canada.
- Assists with preparation for Appeal Hearings, including composition of originating and responding documents and other complex court documents, case files and record management.

EDMONTON PROSECUTIONS BRANCH

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential service. *	89
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	83
Total number required to support the essential service operations	172

\*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

LOCATION: J.E. BROWNLEE BUILDING

Address: 6<sup>th</sup> floor 10365-97 Street

DESW	Job Title	Classification	Schedule
7	Provincial Prosecutor	Program Services 04	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Perform a "Minister of Justice" role to see that the public interest is served through the use, or non-use,

of the criminal courts.

- Required to exercise their significant discretionary prosecutorial powers fairly.
- Daily responsibilities of Crown Prosecutors encompass a multitude of duties and decisions such as:
  - charge screening;
  - plea resolution;
  - provision of disclosure;
  - whether to proceed to trial or discontinue a prosecution;
  - conduct of private prosecutions;
  - entering a stay of proceedings;
  - withdrawing charges;
  - electing to proceed summarily or by indictment;
  - determining what evidence to call on and in what order;
  - taking a position on sentencing;
  - launching Crown appeals.

DESW	Job Title	Classification	Schedule
2	First Appearance Clerks	Program Services 2	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Meet with members of the public who have been charged under a provincial statute to review the situation to determine opportunities for early resolution; review the document for errors or omissions critical to the charge; provide information on the court process and how the offender can proceed to trial; clarify the infraction(s) with drivers; offer advice to drivers that are repeat offenders with demerits on their records; and provide advice if there is a complaint against the police agency.</li> <li>• Clarify the charges with the officer.</li> <li>• Administer withdrawals of summons with errors or stale dates.</li> </ul>			

DESW	Job Title	Classification	Schedule
8	Paralegals	Legal Administration 5	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide advanced legal support to senior prosecutors.</li> <li>• Assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files.</li> <li>• Responsible for reviewing the file for completeness, which includes preparing the files electronically and creating organizational documents such as will says, timelines, contacts and witness lists</li> <li>• Drafting correspondence and court documents such as Agreed Statement of Facts.</li> <li>• Contact police agencies and other stakeholders to request missing and required documentation,           <ul style="list-style-type: none"> <li>○ vet files and prepare disclosure</li> <li>○ meet with police, court personnel and defence counsel</li> <li>○ maintain contact with victims and their families.</li> </ul> </li> <li>• Attend court with the prosecutors and to prepare witnesses to testify in court.</li> <li>• Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings.</li> </ul>			

DESW	Job Title	Classification	Schedule
5	Supervisor	Legal Administration 3	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervise all support staff in the Edmonton office.</li> <li>• Responsible for ensuring that work is completed.</li> </ul>			

- Triage work and cover-off for administrative and legal assistant positions within the office.

DESW	Job Title	Classification	Schedule
1	Assistant/Admin Manager	Legal Administration 3	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Shares in the responsibility for strategic planning in the areas of management of finances, human resources, systems facilities, and general administration.
- Maintains record management
- Responsibilities regarding pay and benefits
- Coordinates the budget and expenditures forecasts
- General office administration duties

DESW	Job Title	Classification	Schedule
3	Public Assistance Coordinator	Legal Administration 3	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Notify victims of initial bail hearings and bail review hearings.
- Responds to inquiries from victims, vulnerable witnesses and their families and work with Crown Prosecutors to address any legislated requirements pertaining to victims of crime.

DESW	Job Title	Classification	Schedule
2	Executive Assistant	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Provide advanced legal and administrative support
- Executive administrative support
- File and records organization and management
- Responds to and follows up on inquiries with internal and external stakeholders
- Performance of specialized ad hoc administrative tasks as assigned by the Chief Crown or Assistant Chief Crowns
- Liaising with all crowns, provincial prosecutors, support staff, and outside stakeholders, including senior officials within the Department and law enforcement agencies

DESW	Job Title	Classification	Schedule
5	Litigation Assistant (Vetting)	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Vetters careen and vet information from the Edmonton Police Service each day.
- Provides file management support to Crown Prosecutors

DESW	Job Title	Classification	Schedule
26	Legal Assistant	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Support Crown Prosecutors
- Responsible for supporting two or more prosecutors, which includes the control and management of each prosecutor's file load.
- Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.

- Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.

DESW	Job Title	Classification	Schedule
2	Legal Assistant (Traffic)	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Support Provincial Prosecutors
- Responsible for supporting two or more prosecutors, which includes the control and management of each prosecutor's file load.
- Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.
- Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.

DESW	Job Title	Classification	Schedule
11	Litigation Assistant	Administrative Support 4	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- These litigation assistants accompany prosecutors to docket court daily.
- Responsible for the control and management of approx. 200-300 files per day, ensuring each file is properly tracked and updated with the most current information.
- Attends court in order to assist the Crown Prosecutor by providing courtroom and office support and ensuring procedures related to the preparation and processing of case files are followed.

DESW	Job Title	Classification	Schedule
2	Unit Clerks – File Room	Administrative Support 3	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Responsible for the control and management of files.
- Responsible for the organization of legal files and documents in preparation for court proceedings in Provincial Court.
- Prepare the pre-dockets and dockets for prosecutors well in advance of court dates.

DESW	Job Title	Classification	Schedule
1	Unit Clerks – Traffic	Administrative Support 3	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Responsible for the control and management of files.
- Responsible for the organization of legal files and documents in preparation for court proceedings in Provincial Court.
- Prepare the pre-dockets and dockets for prosecutors well in advance of court dates.

DESW	Job Title	Classification	Schedule
7	Intake Disclosure Clerk/Reception	Administrative Support 3	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Provide a range of central services support to Crown Prosecutors and support staff.
- First line of contact with accused, police agencies, defence counsel, court personnel, witnesses, victims and the general public who are involved in criminal justice process.
- Answers general inquiries related to the court process; screen and direct calls and review and forward legal documents to the appropriate person.



DESW	Job Title	Classification	Schedule
1	Personal Assistant	Administrative Support 6	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Provides personal support and aid to a prosecutor with a physical disability, both in and out of the courtroom.</li> </ul>			

### CALGARY PROSECUTIONS

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential service.*	76
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff.	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations.	70
Total number required to support the essential service operations	146

\*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

DESW	Job Title	Classification	Schedule
7	Provincial Prosecutor	Program Services 04	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Perform a "Minister of Justice" role to see that the public interest is served through the use, or non-use, of the criminal courts.</li> <li>Required to exercise their significant discretionary prosecutorial powers fairly.</li> <li>Daily responsibilities of Crown Prosecutors encompass a multitude of duties and decisions such as: <ul style="list-style-type: none"> <li>charge screening;</li> <li>plea resolution;</li> <li>provision of disclosure;</li> <li>whether to proceed to trial or discontinue a prosecution;</li> <li>conduct of private prosecutions;</li> <li>entering a stay of proceedings;</li> <li>withdrawing charges;</li> <li>electing to proceed summarily or by indictment;</li> <li>determining what evidence to call on and in what order;</li> <li>taking a position on sentencing;</li> <li>launching Crown appeals.</li> </ul> </li> </ul>			

DESW	Job Title	Classification	Schedule
2	First Appearance Clerks	Program Services 02	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Meet with members of the public who have been charged under a provincial statute to review the situation to determine opportunities for early resolution; review the document for errors or omissions critical to the charge; provide information on the court process and how the offender can proceed to trial; clarify the infraction(s) with drivers; offer advice to drivers that are repeat offenders with demerits on their records; and provide advice if there is a complaint against the police agency.</li> <li>Clarify the charges with the officer</li> <li>Administer withdrawals of summons with errors or stale dates.</li> </ul>			

DESW	Job Title	Classification	Schedule
8	Paralegals	Legal Administration 5	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide advanced legal support to senior prosecutors.</li> <li>• Assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files.</li> <li>• Responsible for reviewing the file for completeness, which includes preparing the files electronically and creating organizational documents</li> <li>• Drafting correspondence and court documents such as Agreed Statement of Facts.</li> <li>• Contact police agencies and other stakeholders to request missing and required documentation, <ul style="list-style-type: none"> <li>o vet files and prepare disclosure</li> <li>o meet with police, court personnel and defence counsel</li> <li>o maintain contact with victims and their families.</li> </ul> </li> <li>• Attend court with the prosecutors and to prepare witnesses to testify in court.</li> <li>• Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings.</li> </ul>			

DESW	Job Title	Classification	Schedule
6	Unit Supervisor	Legal Administration 3	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervise all support staff in the Calgary office.</li> <li>• Responsible for ensuring that work is completed.</li> <li>• Triage work and cover-off for administrative and legal assistant positions within the office.</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Public Assistance Coordinator	Legal Administration 3	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Notify victims of initial bail hearings and bail review hearings.</li> <li>• Responds to enquiries from victims, vulnerable witnesses and their families and work with Crown Prosecutors to address any legislated requirements pertaining to victims of crime.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Team Lead – Intake Unit	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Uploads media daily</li> <li>• Checks all errors on e-file (uploading of files not occurring correctly)</li> <li>• Manages the disclosure request queue based on priority</li> <li>• Assists with the distribution of work within the unit.</li> </ul>			

DESW	Job Title	Classification	Schedule
32	Legal Assistant	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Support Crown Prosecutors</li> <li>• Responsible for supporting two or more prosecutors, which includes the control and management of each prosecutor's file load.</li> <li>• Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and</li> </ul>			

coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.

- Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.

DESW	Job Title	Classification	Schedule
4	Litigation Assistant	Administrative Support 4	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Docket clerk
- Prepares the docket and files for first appearance court rooms (305, 306, 508)
- Finds missing files for court
- Complete Bring forward requests for 524 notice
- Attend docket court when required for PRISM entry of file notes (what happened in court)
- Notify the doctor's required for court

DESW	Job Title	Classification	Schedule
7	Administrative Support	Administrative Support 5	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Invoicing clerk
- Check 7001 financial reports
- MYAGENT entry for Crown time deviations
- Ensures support entries are correct and approved (payroll)

**SPECIALIZED PROSECUTIONS BRANCH**

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential service.*	46
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	37
<b>Total number required to support the essential service operations</b>	<b>83</b>

\*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

**LOCATION: EDMONTON J.E. BROWNLEE BUILDING**

Address: 5<sup>th</sup> floor 10365-97 Street

DESW	Job Title	Classification	Schedule
4	Paralegals	Legal Administration 5	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Provide advanced legal support to senior prosecutors.
- Assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files.
- Responsible for reviewing the file for completeness, which includes preparing the files electronically



and creating organizational documents.

- Drafting correspondence and court documents such as Agreed Statement of Facts.
- Contact police agencies and other stakeholders to request missing and required documentation,
  - vet files and prepare disclosure
  - meet with police, court personnel and defence counsel
  - maintain contact with victims and their families.
- Attend court with the prosecutors and to prepare witnesses to testify in court.
- Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings.

DESW	Job Title	Classification	Schedule
1	Office Manager	Legal Administration 4	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Supervision of the legal assistants.
- Effectively and efficiently run the operations of the office.
- Responsible for ensuring that work is completed and provides cover off for all administrative and legal assistant roles within the office.

DESW	Job Title	Classification	Schedule
1	Unit Supervisor	Legal Administration 3	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Supervise all support staff in the Specialized office.
- Responsible for ensuring that work is completed.
- Triage work and cover-off for administrative and legal assistant positions within the office

DESW	Job Title	Classification	Schedule
14	Legal Assistant	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Support Crown Prosecutors in the unit.
- Responsible for supporting two or more prosecutors, which includes the control and management of each prosecutor's file load.
- Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.
- Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.

DESW	Job Title	Classification	Schedule
2	Disclosure Clerks	Administrative Support 3	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Responsible for the control and management of files.
- Responsible for the organization of legal files and documents in preparation for court proceedings in Provincial Court.
- Prepare the pre-dockets and dockets for prosecutors well in advance of court dates.

**LOCATION: CALGARY CENTRIUM PLACE**

Address: 332-6 Avenue S.W.

DESW	Job Title	Classification	Schedule
3	Paralegals	Legal Administration 5	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Provide advanced legal support to senior prosecutors.
- Assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files.
- Responsible for reviewing the file for completeness, which includes preparing the files electronically and creating organizational documents
- Drafting correspondence and court documents such as Agreed Statement of Facts.
- Contact police agencies and other stakeholders to request missing and required documentation,
  - vet files and prepare disclosure
  - meet with police, court personnel and defence counsel
  - maintain contact with victims and their families.
- Attend court with the prosecutors and to prepare witnesses to testify in court.
- Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings.

DESW	Job Title	Classification	Schedule
1	Assistant Office Manager	Legal Administration 3	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Supervision of Senior Legal Assistants and Administrative Support.
- Provide legal assistant support to appellate counsel.

DESW	Job Title	Classification	Schedule
8	Legal Assistant	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Support Crown Prosecutors in the unit.
- Responsible for supporting two or more prosecutors, which includes the control and management of each prosecutor's file load.
- Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.
- Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.

DESW	Job Title	Classification	Schedule
3	Disclosure Clerks	Administrative Support 3	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Responsible for the control and management of files.
- Responsible for the organization of legal files and documents in preparation for court proceedings in Provincial Court.
- Prepare the pre-dockets and dockets for prosecutors well in advance of court dates.

**ALBERTA BAIL UNIT**

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>
Total number of capable and qualified managers to perform essential service.*	25
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	17
<b>Total number required to support the essential service operations</b>	<b>42</b>

\*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

**LOCATION: EDMONTON BOWKER BUILDING**  
Address: 3<sup>rd</sup> Floor; 9833-109 Street, Edmonton, AB

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
3	Legal Assistant	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Support Crown Prosecutors in the unit.</li> <li>• Responsible for supporting two or more prosecutors, which includes the control and management of each prosecutor's file load.</li> <li>• Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.</li> <li>• Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.</li> </ul>			

**LOCATION: CALGARY CENTRIUM PLACE**  
Address: Suite 600, 332 – 6<sup>th</sup> Avenue, SW Calgary, AB

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
13	Legal Assistant	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Support Crown Prosecutors in the unit.</li> <li>• Responsible for supporting two or more prosecutors, which includes the control and management of each prosecutor's file load.</li> <li>• Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.</li> <li>• Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.</li> </ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Team Lead	Legal Administration 3	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervise all support staff in the Bail Unit office.</li> <li>• Responsible for ensuring that work is completed.</li> <li>• Triage work and cover-off for administrative and legal assistant positions within the office</li> </ul>			

**STRATEGIC BUSINESS SERVICES BRANCH**

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>
Total number of capable and qualified managers to perform essential service.*	10
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	1
<b>Total number required to support the essential service operations</b>	<b>11</b>

\*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

**LOCATION: EDMONTON**

Address: 3<sup>rd</sup> Floor Bowker Building; 9833-109 Street, Edmonton, AB

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Legal Assistant (Waivers)	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provides administrative functions in coordinating the waiver process for Alberta as well as acts as the primary contact for counterparts, law enforcement agencies, accused person and defence counsel in other Canadian provinces.</li> <li>• Handles Crown and Court material, records management, waiver tracking, and completion and processing of all waiver material.</li> <li>• Respond to telephone and written enquiries and liaise with numerous external stakeholders.</li> </ul>			

**EDMONTON RURAL AND REGIONAL RESPONSE OFFICE**

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>
Total number of capable and qualified managers to perform essential service.	16
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	17
<b>Total number required to support the essential service operations</b>	<b>33</b>

\*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

**LOCATION: EDMONTON**

Address: Suite 1110, 10235-101 Street, Edmonton, AB

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
3	Provincial Prosecutor	Program Services 04	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Perform a "Minister of Justice" role to see that the public interest is served through the use, or non-use, of the criminal courts.</li> </ul>			



- Required to exercise their significant discretionary prosecutorial powers fairly.
- Daily responsibilities of Crown Prosecutors encompass a multitude of duties and decisions such as:
  - charge screening;
  - plea resolution;
  - provision of disclosure;
  - whether to proceed to trial or discontinue a prosecution;
  - conduct of private prosecutions;
  - entering a stay of proceedings;
  - withdrawing charges;
  - electing to proceed summarily or by indictment;
  - determining what evidence to call on and in what order;
  - taking a position on sentencing;
- Launching Crown appeals.

DESW	Job Title	Classification	Schedule
2	Paralegals	Legal Administration 5	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide advanced legal support to lawyers.</li> <li>• Assist prosecutors on complex files and projects</li> <li>• Ensure substantive and administrative tasks on each file are completed in a timely manner.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Office Manager	Legal Administration 3	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervision of the legal assistants.</li> <li>• Effectively and efficiently run the operations of the office.</li> <li>• Responsible for ensuring that work is completed and provides cover off for all administrative and legal assistant roles within the office.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Legal Assistant (Traffic)	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for supporting two or more Provincial Prosecutors</li> <li>• Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.</li> <li>• Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.</li> <li>• Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.</li> <li>• Prepare general correspondence and legal memoranda.</li> <li>• Required to prepare Books of Authorities; declarations; Affidavits and Notices.</li> <li>• Prepare Agreed Statement of Facts and review files for missing disclosure.</li> <li>• Prepare witnesses for court by having them view their evidence and answering any questions they may have.</li> <li>• Ensure that both legal and administrative tasks on each file are completed in a timely fashion and that the file is complete and ready for trial or preliminary inquiry.</li> </ul>			

DESW	Job Title	Classification	Schedule
8	Legal Assistant	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor's file load.</li> <li>Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.</li> <li>Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.</li> <li>Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.</li> <li>Prepare general correspondence and legal memoranda.</li> <li>Required to prepare Books of Authorities; declarations; Affidavits and Notices.</li> <li>Prepare Agreed Statement of Facts and review files for missing disclosure.</li> <li>Prepare witnesses for court by having them view their evidence and answering any questions they may have.</li> <li>Ensure that both legal and administrative tasks on each file are completed in a timely fashion and that the file is complete and ready for trial or preliminary inquiry.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Administrative Assistant	Administrative Support 4	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Provide a complete file to an accused person.</li> <li>Providing file management support to prosecutors, this position has direct involvement with other stakeholders, including police, other government departments, the judiciary, defence bar and the general public.</li> </ul>			

### Calgary Rural and Regional Response Office

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential service.*	14
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	16
<b>Total number required to support the essential service operations</b>	<b>30</b>

\*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

#### LOCATION: CALGARY

Address: 5<sup>th</sup> floor, 332 – 6<sup>th</sup> Avenue SW

DESW	Job Title	Classification	Schedule
2	Provincial Prosecutor	Program Services 4	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Perform a "Minister of Justice" role to see that the public interest is served through the use, or non-use,</li> </ul>			

of the criminal courts.

- Exercise their significant discretionary prosecutorial powers fairly.
- Daily responsibilities encompass a multitude of duties and decisions such as:
  - charge screening;
  - plea resolution;
  - provision of disclosure;
  - whether to proceed to trial or discontinue a prosecution;
  - conduct of private prosecutions;
  - entering a stay of proceedings;
  - withdrawing charges;
  - electing to proceed summarily or by indictment;
  - determining what evidence to call on and in what order; taking a position on sentencing; and launching Crown appeals.

DESW	Job Title	Classification	Schedule
2	Paralegal	Legal Administration 5	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Provide advanced legal support to Crown Prosecutors.
- Assigned to assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files.
- Responsible for reviewing the file for completeness, which includes preparing the files, in addition to drafting correspondence and court documents such as Agreed Statement of Facts.
- Contact police agencies and other stakeholders to request missing and required documentation,
  - vet files and prepare disclosure,
  - meet with police, court personnel and defence counsel
  - maintain contact with victims and their families.
- Required to attend court with the prosecutors and to prepare the witnesses to testify in court.

DESW	Job Title	Classification	Schedule
1	Office Manager	Legal Administration 3	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Ensure operations run efficiently and effectively.
- Serves as the Legal Assistant to the Chief Crown Prosecutor.
- Responsible for ensuring that work is completed and provides cover off for all administrative and legal assistant roles within the office.

DESW	Job Title	Classification	Schedule
10	Legal Assistant	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor's file load.
- Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.
- Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.
- Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.
- Prepare general correspondence and legal memoranda.

- Prepare Books of Authorities; declarations; Affidavits and Notices.
- Prepare Agreed Statement of Facts and review files for missing disclosure.
- Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have.
- Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry.

DESW	Job Title	Classification	Schedule
1	Legal Assistant (Traffic)	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm

- Essential Service Work Functions**
- Responsible for supporting Provincial Prosecutors
  - Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.
  - Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.
  - Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.
  - Prepare general correspondence and legal memoranda.
  - Prepare Books of Authorities; declarations; Affidavits and Notices.
  - Prepare Agreed Statement of Facts and review files for missing disclosure.
  - Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have.
  - Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry.

**REGIONAL HEAD OFFICE**

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential service.*	2
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	1
<b>Total number required to support the essential service operations</b>	<b>3</b>

\*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

**LOCATION: EDMONTON**

Address: Suite 1110, 10235 - 101 Street, Edmonton, AB

DESW	Job Title	Classification	Schedule
1	Legal Assistant	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm

- Essential Service Work Functions**
- Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor's file load.
  - Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and



coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.

- Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.
- Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.
- Prepare general correspondence and legal memoranda.
- Prepare Books of Authorities; declarations; Affidavits and Notices.
- Prepare Agreed Statement of Facts and review files for missing disclosure.
- Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have.
- Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry.

### RED DEER REGIONAL OFFICE

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential service.*	11
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	8
<b>Total number required to support the essential service operations</b>	<b>19</b>

\*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

LOCATION: RED DEER PROVINCIAL BUILDING  
Address: Suite 601, 4920 – 51 Street, Red Deer, AB

DESW	Job Title	Classification	Schedule
1	Provincial Prosecutor	Program Services 4	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Perform a "Minister of Justice" role to see that the public interest is served through the use, or non-use, of the criminal courts.</li> <li>• Exercise their significant discretionary prosecutorial powers fairly.</li> <li>• Daily responsibilities encompass a multitude of duties and decisions such as:               <ul style="list-style-type: none"> <li>○ charge screening;</li> <li>○ plea resolution;</li> <li>○ provision of disclosure;</li> <li>○ whether to proceed to trial or discontinue a prosecution;</li> <li>○ conduct of private prosecutions;</li> <li>○ entering a stay of proceedings;</li> <li>○ withdrawing charges;</li> <li>○ electing to proceed summarily or by indictment;</li> </ul> </li> <li>• determining what evidence to call on and in what order; taking a position on sentencing; and launching Crown appeals.</li> </ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Paralegal	Legal Administration 5	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provides advanced legal support to the Crown Prosecutors.</li> <li>• Assigned to assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files.</li> <li>• Responsible for reviewing the file for completeness, which includes preparing the files, in addition to drafting correspondence and court documents such as Agreed Statement of Facts.</li> <li>• Contact police agencies and other stakeholders to request missing and required documentation, <ul style="list-style-type: none"> <li>○ vet files and prepare disclosure,</li> <li>○ meet with police, court personnel and defence counsel</li> <li>○ maintain contact with victims and their families.</li> <li>○ Required to attend court with the prosecutors and to prepare the witnesses to testify in court.</li> </ul> </li> <li>• Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings.</li> </ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Office Manager	Legal Administration 3	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure operations run efficiently and effectively.</li> <li>• Serves as the Legal Assistant to the Chief Crown Prosecutor.</li> <li>• Responsible for ensuring that work is completed and provides cover off for all administrative and legal assistant roles within the office.</li> </ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
4	Legal Assistant	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor's file load.</li> <li>• Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.</li> <li>• Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.</li> <li>• Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.</li> <li>• Prepare general correspondence and legal memoranda.</li> <li>• Prepare Books of Authorities; declarations; Affidavits and Notices.</li> <li>• Prepare Agreed Statement of Facts and review files for missing disclosure.</li> <li>• Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have.</li> <li>• Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Administrative Assistant	Administrative Support 3	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide a complete file to an accused person.</li> <li>• Providing file management support to prosecutors, this position has direct involvement with other stakeholders, including police, other government departments, the judiciary, defence bar and the general public.</li> </ul>			

**FORT MCMURRAY REGIONAL OFFICE**

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential service.	5
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	6
<b>Total number required to support the essential service operations</b>	<b>11</b>

\*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

**LOCATION: FORT MCMURRAY PROVINCIAL BUILDING**  
**Address: 9<sup>th</sup> Floor 9915 Franklin Avenue, Fort McMurray, AB**

DESW	Job Title	Classification	Schedule
1	Paralegal	Legal Administration 5	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provides advanced legal support to the Crown Prosecutors.</li> <li>• Assigned to assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files.</li> <li>• Responsible for reviewing the file for completeness, which includes preparing the files, in addition to drafting correspondence and court documents such as Agreed Statement of Facts.</li> <li>• Contact police agencies and other stakeholders to request missing and required documentation, <ul style="list-style-type: none"> <li>○ vet files and prepare disclosure,</li> <li>○ meet with police, court personnel and defence counsel</li> <li>○ maintain contact with victims and their families.</li> <li>○ Required to attend court with the prosecutors and to prepare the witnesses to testify in court.</li> </ul> </li> <li>• Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Office Manager	Legal Administration 3	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure operations run efficiently and effectively.</li> <li>• Serves as the Legal Assistant to the Chief Crown Prosecutor.</li> <li>• Responsible for ensuring that work is completed and provides cover off for all administrative and legal</li> </ul>			

assistant roles within the office.

DESW	Job Title	Classification	Schedule
4	Legal Assistant	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor's file load.</li> <li>• Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.</li> <li>• Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.</li> <li>• Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.</li> <li>• Prepare general correspondence and legal memoranda.</li> <li>• Prepare Books of Authorities; declarations; Affidavits and Notices.</li> <li>• Prepare Agreed Statement of Facts and review files for missing disclosure.</li> <li>• Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have.</li> <li>• Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry.</li> </ul>			

#### FORT SASKATCHEWAN REGIONAL OFFICE

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential service.*	6
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	5
Total number required to support the essential service operations	11

\*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

LOCATION: MARKET SQUARE SHOPPING CENTRE  
Address: 104, 10404 - 99 Avenue Fort Saskatchewan, AB

DESW	Job Title	Classification	Schedule
1	Paralegal	Legal Administration 5	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provides advanced legal support to the Crown Prosecutors.</li> <li>• Assigned to assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files.</li> <li>• Responsible for reviewing the file for completeness, which includes preparing the files, in addition to drafting correspondence and court documents such as Agreed Statement of Facts.</li> <li>• Contact police agencies and other stakeholders to request missing and required documentation,</li> </ul>			

- vet files and prepare disclosure,
- meet with police, court personnel and defence counsel
- maintain contact with victims and their families.
- Required to attend court with the prosecutors and to prepare the witnesses to testify in court.
- Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings.

DESW	Job Title	Classification	Schedule
1	Office Manager	Legal Administration 3	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Ensure operations run efficiently and effectively.
- Serves as the Legal Assistant to the Chief Crown Prosecutor.
- Responsible for ensuring that work is completed and provides cover off for all administrative and legal assistant roles within the office.

DESW	Job Title	Classification	Schedule
3	Legal Assistant	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor's file load.
- Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.
- Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.
- Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.
- Prepare general correspondence and legal memoranda.
- Prepare Books of Authorities; declarations; Affidavits and Notices.
- Prepare Agreed Statement of Facts and review files for missing disclosure.
- Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have.
- Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry.

**GRANDE PRAIRIE REGIONAL OFFICE**

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>
Total number of capable and qualified managers to perform essential service.*	6
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	5
<b>Total number required to support the essential service operations</b>	<b>11</b>

\*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

LOCATION: GRANDE PRAIRIE PROVINCIAL BUILDING  
Address: Room 3601, 10320-99 Street, Grande Prairie, AB

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Paralegal	Legal Administration 5	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provides advanced legal support to the Crown Prosecutors.</li> <li>• Assigned to assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files.</li> <li>• Responsible for reviewing the file for completeness, which includes preparing the files, in addition to drafting correspondence and court documents such as Agreed Statement of Facts.</li> <li>• Contact police agencies and other stakeholders to request missing and required documentation,               <ul style="list-style-type: none"> <li>○ vet files and prepare disclosure,</li> <li>○ meet with police, court personnel and defence counsel</li> <li>○ maintain contact with victims and their families.</li> <li>○ Required to attend court with the prosecutors and to prepare the witnesses to testify in court.</li> </ul> </li> <li>• Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings.</li> </ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Office Manager	Legal Administration 3	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure operations run efficiently and effectively.</li> <li>• Serves as the Legal Assistant to the Chief Crown Prosecutor.</li> <li>• Responsible for ensuring that work is completed and provides cover off for all administrative and legal assistant roles within the office.</li> </ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
3	Legal Assistant	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor's file load.</li> </ul>			

- Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.
- Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.
- Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.
- Prepare general correspondence and legal memoranda.
- Prepare Books of Authorities; declarations; Affidavits and Notices.
- Prepare Agreed Statement of Facts and review files for missing disclosure.
- Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have.
- Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry.

#### HINTON REGIONAL OFFICE

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential service.*	5
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	4
Total number required to support the essential service operations	9

\*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

LOCATION: MOUNT MIETTE BUILDING  
Address: 201 Pembina Avenue, Hinton, AB

DESW	Job Title	Classification	Schedule
1	Paralegal	Legal Administration 5	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provides advanced legal support to the Crown Prosecutors.</li> <li>• Assigned to assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files.</li> <li>• Responsible for reviewing the file for completeness, which includes preparing the files, in addition to drafting correspondence and court documents such as Agreed Statement of Facts.</li> <li>• Contact police agencies and other stakeholders to request missing and required documentation, <ul style="list-style-type: none"> <li>○ vet files and prepare disclosure,</li> <li>○ meet with police, court personnel and defence counsel</li> <li>○ maintain contact with victims and their families.</li> <li>○ Required to attend court with the prosecutors and to prepare the witnesses to testify in court.</li> </ul> </li> <li>• Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings.</li> </ul>			



DESW	Job Title	Classification	Schedule
1	Office Manager	Legal Administration 3	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure operations run efficiently and effectively.</li> <li>• Serves as the Legal Assistant to the Chief Crown Prosecutor.</li> <li>• Responsible for ensuring that work is completed and provides cover off for all administrative and legal assistant roles within the office.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Legal Assistant	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor's file load.</li> <li>• Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.</li> <li>• Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.</li> <li>• Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.</li> <li>• Prepare general correspondence and legal memoranda.</li> <li>• Prepare Books of Authorities; declarations; Affidavits and Notices.</li> <li>• Prepare Agreed Statement of Facts and review files for missing disclosure.</li> <li>• Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have.</li> <li>• Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry.</li> </ul>			

### LETHBRIDGE REGIONAL OFFICE

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential service.*	11
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	10
Total number required to support the essential service operations	21

\*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

**LOCATION: LETHBRIDGE CENTRE TOWER**  
Address: 1100, 400-4<sup>th</sup> Avenue South, Lethbridge, AB

DESW	Job Title	Classification	Schedule
2	Provincial Prosecutor	Program Services-04	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			

- Perform a “Minister of Justice” role to see that the public interest is served through the use, or non-use, of the criminal courts.
- Exercise their significant discretionary prosecutorial powers fairly.
- Daily responsibilities encompass a multitude of duties and decisions such as:
  - charge screening;
  - plea resolution;
  - provision of disclosure;
  - whether to proceed to trial or discontinue a prosecution;
  - conduct of private prosecutions;
  - entering a stay of proceedings;
  - withdrawing charges;
  - electing to proceed summarily or by indictment;
- determining what evidence to call on and in what order; taking a position on sentencing; and launching Crown appeals.

DESW	Job Title	Classification	Schedule
2	Paralegal	Legal Administration 5	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provides advanced legal support to the Crown Prosecutors.</li> <li>• Assigned to assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files.</li> <li>• Responsible for reviewing the file for completeness, which includes preparing the files, in addition to drafting correspondence and court documents such as Agreed Statement of Facts.</li> <li>• Contact police agencies and other stakeholders to request missing and required documentation,           <ul style="list-style-type: none"> <li>○ vet files and prepare disclosure,</li> <li>○ meet with police, court personnel and defence counsel</li> <li>○ maintain contact with victims and their families.</li> <li>○ Required to attend court with the prosecutors and to prepare the witnesses to testify in court.</li> </ul> </li> <li>• Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Office Manager	Legal Administration 3	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure operations run efficiently and effectively.</li> <li>• Serves as the Legal Assistant to the Chief Crown Prosecutor.</li> <li>• Responsible for ensuring that work is completed and provides cover off for all administrative and legal assistant roles within the office.</li> </ul>			

DESW	Job Title	Classification	Schedule
4	Legal Assistant	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor’s file load.</li> <li>• Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.</li> <li>• Ensure each trial file is properly tracked and updated with the most current information and that the</li> </ul>			

prosecutor is notified of any impending issues.

- Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.
- Prepare general correspondence and legal memoranda.
- Prepare Books of Authorities; declarations; Affidavits and Notices.
- Prepare Agreed Statement of Facts and review files for missing disclosure.
- Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have.
- Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry.

DESW	Job Title	Classification	Schedule
1	Legal Assistant (Traffic)	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Responsible for supporting Provincial Prosecutors
- Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.
- Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.
- Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.
- Prepare general correspondence and legal memoranda.
- Prepare Books of Authorities; declarations; Affidavits and Notices.
- Prepare Agreed Statement of Facts and review files for missing disclosure.
- Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have.
- Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry.

**MEDICINE HAT REGIONAL OFFICE**

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential service.*	6
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	6
<b>Total number required to support the essential service operations</b>	<b>12</b>

\*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

**LOCATION: MEDICINE HAT CREDIT UNION BUILDING**

**Address: 301, 556 – 4<sup>th</sup> Street, SE**

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Paralegal	Legal Administration 5	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provides advanced legal support to the Crown Prosecutors.</li> <li>• Assigned to assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files.</li> <li>• Responsible for reviewing the file for completeness, which includes preparing the files, in addition to drafting correspondence and court documents such as Agreed Statement of Facts.</li> <li>• Contact police agencies and other stakeholders to request missing and required documentation,               <ul style="list-style-type: none"> <li>○ vet files and prepare disclosure,</li> <li>○ meet with police, court personnel and defence counsel</li> <li>○ maintain contact with victims and their families.</li> <li>○ Required to attend court with the prosecutors and to prepare the witnesses to testify in court.</li> </ul> </li> <li>• Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings.</li> </ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Office Manager	Legal Administration 3	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure operations run efficiently and effectively.</li> <li>• Serves as the Legal Assistant to the Chief Crown Prosecutor.</li> <li>• Responsible for ensuring that work is completed and provides cover off for all administrative and legal assistant roles within the office.</li> </ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
4	Legal Assistant	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor's file load.</li> <li>• Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.</li> <li>• Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.</li> <li>• Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.</li> <li>• Prepare general correspondence and legal memoranda.</li> <li>• Prepare Books of Authorities; declarations; Affidavits and Notices.</li> <li>• Prepare Agreed Statement of Facts and review files for missing disclosure.</li> <li>• Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have.</li> <li>• Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry.</li> </ul>			



PEACE RIVER REGIONAL OFFICE

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential service.	5
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	5
Total number required to support the essential service operations	10

\*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

**LOCATION: PEACE RIVER, PROVINCIAL BUILDING**

Address: Room 201, 9621 – 96 Avenue, Peace River, AB

DESW	Job Title	Classification	Schedule
1	Paralegal	Legal Administration 5	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provides advanced legal support to the Crown Prosecutors.</li> <li>• Assigned to assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files.</li> <li>• Responsible for reviewing the file for completeness, which includes preparing the files, in addition to drafting correspondence and court documents such as Agreed Statement of Facts.</li> <li>• Contact police agencies and other stakeholders to request missing and required documentation, <ul style="list-style-type: none"> <li>○ vet files and prepare disclosure,</li> <li>○ meet with police, court personnel and defence counsel</li> <li>○ maintain contact with victims and their families.</li> <li>○ Required to attend court with the prosecutors and to prepare the witnesses to testify in court.</li> </ul> </li> <li>• Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Office Manager	Legal Administration 3	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure operations run efficiently and effectively.</li> <li>• Serves as the Legal Assistant to the Chief Crown Prosecutor.</li> <li>• Responsible for ensuring that work is completed and provides cover off for all administrative and legal assistant roles within the office.</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Legal Assistant	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor's file load.</li> <li>• Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient</li> </ul>			

trials and preliminary hearings.

- Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.
- Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.
- Prepare general correspondence and legal memoranda.
- Prepare Books of Authorities; declarations; Affidavits and Notices.
- Prepare Agreed Statement of Facts and review files for missing disclosure.
- Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have.
- Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry.

**SLAVE LAKE REGIONAL OFFICE**

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>
Total number of capable and qualified managers to perform essential service.*	4
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	4
<b>Total number required to support the essential service operations</b>	<b>8</b>

\*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

**LOCATION: SLAVE LAKE**

Address: Suite 101, 101-3 Street SW, Slave Lake, AB

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Paralegal	Legal Administration 5	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Provides advanced legal support to the Crown Prosecutors.
- Assigned to assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files.
- Responsible for reviewing the file for completeness, which includes preparing the files, in addition to drafting correspondence and court documents such as Agreed Statement of Facts.
- Contact police agencies and other stakeholders to request missing and required documentation,
  - vet files and prepare disclosure,
  - meet with police, court personnel and defence counsel
  - maintain contact with victims and their families.
  - Required to attend court with the prosecutors and to prepare the witnesses to testify in court.
- Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings.

DESW	Job Title	Classification	Schedule
1	Office Manager	Legal Administration 3	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure operations run efficiently and effectively.</li> <li>• Serves as the Legal Assistant to the Chief Crown Prosecutor.</li> <li>• Responsible for ensuring that work is completed and provides cover off for all administrative and legal assistant roles within the office.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Legal Assistant	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor's file load.</li> <li>• Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.</li> <li>• Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.</li> <li>• Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.</li> <li>• Prepare general correspondence and legal memoranda.</li> <li>• Prepare Books of Authorities; declarations; Affidavits and Notices.</li> <li>• Prepare Agreed Statement of Facts and review files for missing disclosure.</li> <li>• Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have.</li> <li>• Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry.</li> </ul>			

#### ST. PAUL REGIONAL OFFICE

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential service.*	6
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	7
Total number required to support the essential service operations	13

\*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

LOCATION: ST.PAUL PROVINCIAL BUILDING  
Address: 4<sup>th</sup> Floor, 5025-49<sup>th</sup> Avenue, St. Paul, AB

DESW	Job Title	Classification	Schedule
1	Paralegal	Legal Administration 5	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provides advanced legal support to the Crown Prosecutors.</li> </ul>			



- Assigned to assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files.
- Responsible for reviewing the file for completeness, which includes preparing the files, in addition to drafting correspondence and court documents such as Agreed Statement of Facts.
- Contact police agencies and other stakeholders to request missing and required documentation,
  - vet files and prepare disclosure,
  - meet with police, court personnel and defence counsel
  - maintain contact with victims and their families.
  - Required to attend court with the prosecutors and to prepare the witnesses to testify in court.
- Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings.

DESW	Job Title	Classification	Schedule
1	Office Manager	Legal Administration 3	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure operations run efficiently and effectively.</li> <li>• Serves as the Legal Assistant to the Chief Crown Prosecutor.</li> <li>• Responsible for ensuring that work is completed and provides cover off for all administrative and legal assistant roles within the office.</li> </ul>			

DESW	Job Title	Classification	Schedule
4	Legal Assistant	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor's file load.</li> <li>• Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.</li> <li>• Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.</li> <li>• Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.</li> <li>• Prepare general correspondence and legal memoranda.</li> <li>• Prepare Books of Authorities; declarations; Affidavits and Notices.</li> <li>• Prepare Agreed Statement of Facts and review files for missing disclosure.</li> <li>• Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have.</li> <li>• Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Legal Assistant	Legal Administration 1	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor's file load.</li> <li>• Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient</li> </ul>			

trials and preliminary hearings.

- Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.
- Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.
- Prepare general correspondence and legal memoranda.
- Prepare Books of Authorities; declarations; Affidavits and Notices.
- Prepare Agreed Statement of Facts and review files for missing disclosure.
- Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have.
- Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry.

#### WETASKIWIN REGIONAL OFFICE

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential service.*	11
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	7
<b>Total number required to support the essential service operations</b>	<b>18</b>

\*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

LOCATION: WETASKIWIN PROVINCIAL BUILDING  
Address: 2<sup>nd</sup> floor, 5201-50<sup>th</sup> Avenue, Wetaskiwin, AB

DESW	Job Title	Classification	Schedule
1	Paralegal	Legal Administration 5	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provides advanced legal support to the Crown Prosecutors.</li> <li>• Assigned to assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files.</li> <li>• Responsible for reviewing the file for completeness, which includes preparing the files, in addition to drafting correspondence and court documents such as Agreed Statement of Facts.</li> <li>• Contact police agencies and other stakeholders to request missing and required documentation,               <ul style="list-style-type: none"> <li>○ vet files and prepare disclosure,</li> <li>○ meet with police, court personnel and defence counsel</li> <li>○ maintain contact with victims and their families.</li> <li>○ Required to attend court with the prosecutors and to prepare the witnesses to testify in court.</li> </ul> </li> <li>• Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings.</li> </ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Office Manager	Legal Administration 3	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure operations run efficiently and effectively.</li> <li>• Serves as the Legal Assistant to the Chief Crown Prosecutor.</li> <li>• Responsible for ensuring that work is completed and provides cover off for all administrative and legal assistant roles within the office.</li> </ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
4	Legal Assistant	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor's file load.</li> <li>• Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.</li> <li>• Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.</li> <li>• Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.</li> <li>• Prepare general correspondence and legal memoranda.</li> <li>• Prepare Books of Authorities; declarations; Affidavits and Notices.</li> <li>• Prepare Agreed Statement of Facts and review files for missing disclosure.</li> <li>• Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have.</li> <li>• Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry.</li> </ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Legal Assistant (Traffic)	Legal Administration 2	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for supporting Provincial Prosecutors</li> <li>• Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.</li> <li>• Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.</li> <li>• Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.</li> <li>• Prepare general correspondence and legal memoranda.</li> <li>• Prepare Books of Authorities; declarations; Affidavits and Notices.</li> <li>• Prepare Agreed Statement of Facts and review files for missing disclosure.</li> <li>• Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have.</li> <li>• Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry.</li> </ul>			

**Division: Corporate Services – Information and Technology**

LOCATION: 3<sup>RD</sup> FLOOR LAW COURTS ANNEX 1, A SIR WINSTON CHURCHILL SQUARE EDMONTON  
/ CALGARY COURTS CENTRE, 601 - 5 STREET SW, CALGARY

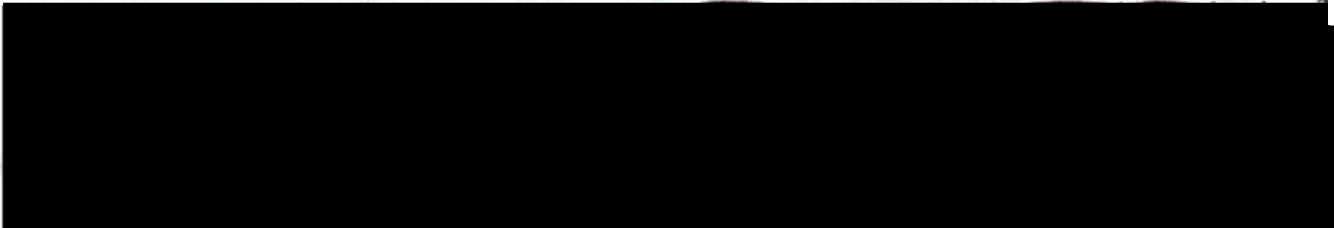
\*Note: 1 DESW in each of the above locations.

DESW	Classification	Job Title	Schedule
2	Video Conference Coordinator	Information and Creative Technical Services 3	8:15am – 4:30 pm Monday to Friday
<b>Essential Work functions</b>			
<ul style="list-style-type: none"> <li>• Manage manual video conference equipment setup and day to day visual needs of the courts.</li> <li>• Critical outage response for any outages related to network or applications supporting essential services delivery.</li> </ul>			

**Division: Adult Corrections**

**PROGRAM: ADULT CENTRE OPERATIONS**

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of essential services positions to be filled with capable and qualified managers	████████
Total number of essential services positions to be filled with capable and qualified opted out & excluded staff	████
Total number of bargaining unit members required fulfill DESW positions during essential services operations	████████████████ ████████████████
Total number required to support the essential service operations	████████
<b>FORESEEABLE CHANGES</b>	
<ul style="list-style-type: none"> <li>• Hospital supervision and escorting of inmates admitted to outside hospital or other medical appointments.</li> <li>• Managing increases to inmate population for example overcrowding and the need to transfer inmates out or into the institution.</li> <li>• Changes to infrastructure including renovations that would require a reallocation of staff.</li> </ul>	
<b>EMERGENCY TRIGGERS</b>	
<ul style="list-style-type: none"> <li>• Inmate disturbance, unrest or other emergency situation that require response by tactical or emergency response team. (E.g. riot, hostage taking, fire/evacuation, assaults etc.)</li> <li>• Medical or mental health emergency (e.g. heart attack, suicide, drug overdose)</li> <li>• Disease or outbreak</li> <li>• Environmental or other major outside emergency (e.g. fire, flood, terrorist attack).</li> </ul>	





**\*\*ALL Employees shall participate and perform in all duties that are necessary to maintain the safe operation of the facility. This includes any and all duties that directly relate to the following:**

- Relevant legislation
- Provincial and centre policy/procedures
- Continued participation in activities/relationships with partners/stakeholders to facilitate service delivery (e.g. court process, health care, meal service etc).
- Safety, security, and the good order of the institution
- Appropriate care, custody and control of the inmate population

Participation in and completion of the aforementioned duties, will ensure that staff members and inmates remain safe during the period of the job action.

Due to the unique infrastructure and significant variation in security systems and protocol in provincial centres, Essential Services staff will only be assigned to their centre of current employment (with the exception of tactical teams or emergency response).

Due to the essential nature of ACOB business, we are unable to list every essential duty required of each position. As such, we have highlighted a few essential work functions for each DESW position in the table below to show at a high level the general purpose of the position. Highlighted functions remain consistent across the province for similar positions, but allow for minor differences in each position based on the nuances of the centre. The highlighted functions are not exclusive of what duties will be required.

Assigned staff will be required to perform all essential work they are capable and qualified for that area regardless of classification (e.g. Warehouse Supervisor will cover essential duties of supervisor and clerk positions). Some positions may have specific qualification and training/ duties that will be further detailed on eligibility list provided by the employer as per part A of the agreement.

All positions shown as less than a whole number (e.g. 0.5 or 0.75) will work within their normally scheduled work hours, up to a maximum number of hours required during the stoppage (e.g. 18.75 hours for a 0.5 position). This will normally be either half days or every second day, but dependent on the nature of the position (e.g. duty driver) and on operational requirements such as a delivery schedule. In order to facilitate more precise scheduling, ACOB will provide the actual work hours for each of these positions to AUPE with the eligibility lists as proscribed in Part A of this agreement.

**LOCATION: CALGARY CORRECTIONAL CENTRE, CALGARY ALBERTA**

DESW	Schedule	Classification	Job Title
█	█	Correctional Peace Officer (CPO) 3	Correctional Peace Officer 03 (Supervisor)
█	█		
█	█		
<b>Essential Services Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for the care, custody and control of inmates within the legislated requirements of Federal, Provincial legislation and Divisional policy. Responsible for enforcing the security and good order of the facility.</li> </ul>			

- Provides frontline supervision to a group of Correctional Peace Officers working in a correctional centre.

DESW	Schedule	Classification	Job Title
		Correctional Peace Officer (CPO) 1-2	Correctional Peace Officer

**Essential Services Work Functions**

- Responsible for the care, custody and control of inmates within the legislated requirements of Federal, Provincial legislation and Divisional policy. Responsible for enforcing the security and good order of the facility.
- Response to emergency situations.
- Facilitation and support of service delivery including but not limited to health care, meals, canteen etc.
- Overall monitoring of security across all structural dimensions of the facility, both within and outside of the security envelope.
- Movement and escort of inmates.

DESW	Schedule	Classification	Job Title
		Correctional Service Worker 1-2	Correctional Service Worker (Placement Officer)

**Essential Services Work Functions**

- Case planning, release planning and facilitation/support for addiction and mental health intervention.
- Inmate placement (internal and external).

DESW	Schedule	Classification	Job Title
	Monday to Friday 8:15am-4:30pm	Administrative Support 4	Director's Secretary

**Essential Service Work Functions**

- Provide support in issues management on scheduling matters, and other concerns, and issues.
- Frontline contact for both employees and management on day to day matters.
- Support issues management for the Director.
- Communication conduit for activities taking place within the centre.

DESW	Schedule	Classification	Job Title
	Monday to Friday 8:15am-4:30pm	Administration 1	Sentence Administration (Chief)

**Essential Service Work Functions**

- Based on sentence management policy and procedures provide advice and information to the public, crown prosecutors, other justice stakeholders and offenders.
- Oversees processing and maintenance of federal and provincial offender case files.
- Coordinates Inter-provincial transfers of prisoners for the South Region of Alberta.

- Ensure justice stakeholders are alerted to high profile offenders.
- Process legal documentation in order to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.
- Warrant administration.
- Reviews offender information from courts, police and other agencies to determine any health or security issues.

DESW	Duration	Schedule	Classification	Job Title
		Monday to Friday 8:15am-4:30pm	Administrative Support 5	Sentence Administrator

- Essential Service Work Functions**
- Process legal documentation in order to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.
  - Reviews offender information from courts, police and other agencies to determine any health or security issues.
  - Facilitate or complete inmate booking process including file creation and maintenance.
  - Prepare inmate files for release/transfer.

DESW	Duration	Schedule	Classification	Job Title
		Monday to Friday 8:15am-4:30pm	Administrative Support 5	Sentence Administrator Clerk

- Essential Service Work Functions**
- Track Conditional Sentence Orders.
  - Prepare and maintain inmate files

DESW	Schedule	Classification	Job Title
	Monday to Friday 8:15am-4:30pm	Administration 2	Business Manager

- Essential Service Work Functions**
- Supervision of admin staff and the provision of a variety of services for the centre.
  - Payroll, budgeting, purchasing, office supplies, accounts payable, records management, accommodation and supervision of supervisory positions.
  - Ensure manpower invoices are completed.
  - Reviews and releases payroll payments and absences into Employee Time Management System as expenditure officer.
  - Supervises inmate Trust Accounts program involving cash controls, maintenance of records.
  - Sign cheques for payment from Trust Funds and the Welfare Fund.
  - Oversee care and control of inmate property, money and valuables upon admittance/ transfer.



DESW	Schedule	Classification	Job Title
	Monday to Friday 8:15am-4:30pm	Operational Services 3	Bursar Stores / Property Supervisor

#### Essential Service Work Functions

- Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, bedding, staff clothing, etc.
- Responsible for the safe and accurate storage of valuables including cataloguing the value of items and storing them in the safe.
- May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers.
- Responsible for supervision of staff in assigned area and may require access to inventory control systems.

DESW	Schedule	Classification	Job Title
	Monday to Friday 8:15am-4:30pm	Administrative Support 5	Payroll and Personnel Supervisor

#### Essential Service Work Functions

- Reviews, validates and verifies payroll and benefits
- Administers pay and benefits to an assigned portfolio of staff ensuring that employees are paid timely and accurately.
- Responds to pay and benefit inquiries and communicates with HR consultants, benefit carriers, Pay and Benefits staff etc.
- Responsible for supervision of staff in assigned area and may require access to staff scheduling/payroll systems.

DESW	Duration	Schedule	Classification	Job Title
		Monday to Friday 8:15am-4:30pm	Administrative Support 4	Inmate Accounts

#### Essential Service Work Functions

- Administration of inmate accounts and the inmate welfare fund.
- Processing of canteen orders; bail and fine payments
- Processing inmate requests and incoming mail.

DESW	Duration	Schedule	Classification	Job Title
		Monday to Friday 8:15am-4:30pm	Operational Services 2	Inmate Property / Clothing

#### Essential Service Work Functions

- Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, bedding, staff clothing, etc.
- Responsible for the safe and accurate storage of valuables including cataloguing the value of items and storing them in the safe.
- May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers.

**LOCATION: CALGARY REMAND CENTRE, CALGARY ALBERTA**

<b>DESW</b>	<b>Schedule</b>	<b>Classification</b>	<b>Job Title</b>
[REDACTED]	[REDACTED]	Correctional Peace Officer (CPO) 3	Correctional Peace Officer 03 (Supervisor) [REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]

**Essential Services Work Functions**

- Responsible for the care, custody and control of inmates within the legislated requirements of Federal, Provincial legislation and Divisional policy. Responsible for enforcing the security and good order of the facility.
- Provides frontline supervision to a group of CPOs working in a correctional centre.

<b>DESW</b>	<b>Schedule</b>	<b>Classification</b>	<b>Job Title</b>
[REDACTED]	[REDACTED]	Correctional Peace Officer (CPO) 1-2	Correctional Peace Officer [REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]

**Essential Services Work Functions**

- Responsible for the care, custody and control of inmates within the legislated requirements of Federal, Provincial legislation and Divisional policy. Responsible for enforcing the security and good order of the facility.
- Response to emergency situations.
- Facilitation and support of service delivery including but not limited to health care, meals, canteen etc.
- Overall monitoring of security across all structural dimensions of the facility, both within and outside of the security envelope.
- Movement and escort of inmates.

<b>DESW</b>	<b>Schedule</b>	<b>Classification</b>	<b>Job Title</b>
[REDACTED]	Monday to Friday 8:15am-4:30pm	Administrative Support 5	Director's Secretary

**Essential Service Work Functions**

- Provide support in scheduling matters, concerns, and issues.
  - Frontline contact for both employees and management on day to day matters.
  - Support issues management for the Director.
- Communication conduit for activities taking place within the centre.

DESW	Schedule	Classification	Job Title
█	Day shift Monday to Friday █	Administrative Support 6	Sentence Administration Supervisor
█	Day shift Saturday to Sunday █ Afternoon shift Monday to Sunday █		

**Essential Services Work Functions**

- Process legal documentation in order to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.
- Provides manual calculations and file corrections as required.
- Facilitate or complete inmate booking process including file creation and maintenance.
- Prepare inmate files for release/transfer.
- Responsible for supervision of staff in assigned area.

DESW	Duration	Schedule	Classification	Job Title
█	█	Day shift Monday to Friday █	Administrative Support 5	Sentence Administration
█	█	Day shift Saturday to Sunday █		
█	█	Afternoon shift Monday to Sunday █		
█	█	Day shift Monday to Friday █		
█	█	Day shift Saturday to Sunday █		
█	█	Afternoon shift Monday to Sunday █		

**Essential Services Work Functions**

- Process legal documentation in order to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.
- Reviews offender information from courts, police and other agencies to determine any health or security issues.
- Facilitate or complete inmate booking process including file creation and maintenance.
- Prepare inmate files for release/transfer.

DESW	Schedule	Classification	Job Title
█	Monday to Friday 8:15am-4:30pm	Administrative Support 4	Inmate Accounts

**Essential Service Work Functions**

- Administration of inmate accounts and the inmate welfare fund.
- Processing of canteen orders; bail and fine payments
- Processing inmate requests and incoming mail.

DESW	Duration	Schedule	Classification	Job Title
		Monday to Friday 8:15am-4:30pm	Administrative Support 04	Accounts Payable Supervisor

**Essential Service Work Functions**

- Processing invoices, expense claims, procurement cards, contracts, vouchers etc.
- Vendor and client liaison for inquiries pertaining to contracts and accounts processing.
- Overseeing inventory stock for the centre warehouse, which supplies officer uniforms and inmate necessities
- Oversees accurate posting of offender trust transactions in ORCA
- Responsible for supervision of staff in assigned area and may require access to finance/accounting systems (including ORCA and CPIC).

DESW	Schedule	Classification	Job Title
	Monday to Friday	Administration 2	Office Manager

**Essential Service Work Functions**

- Supervision of admin staff and the provision of a variety of services for the centre.
- Payroll, budgeting, purchasing, office supplies, accounts payable, records management, accommodation and supervision of supervisory positions.
- Ensure manpower invoices are completed.
- Reviews and releases payroll payments and absences into EMTS as expenditure officer.
- Supervises inmate Trust Accounts program involving cash controls, maintenance of records
- Sign cheques for payment from Trust Funds and the Welfare Fund.
- Oversee care and control of inmate property, money and valuables upon admittance/ transfer.

DESW	Schedule	Classification	Job Title
	Monday to Friday	Administrative Support 05	Personnel Supervisor

**Essential Service Work Functions**

- Reviews, validates and verifies payroll and benefits
- Administers pay and benefits to an assigned portfolio of staff ensuring that employees are paid timely and accurately.
- Responds to pay and benefit inquiries and communicates with HR consultants, benefit carriers, Pay and Benefits staff etc.
- Responsible for supervision of staff in assigned area and may require access to staff scheduling/payroll systems.

DESW	Schedule	Classification	Job Title
	Day shift Monday to Friday	Operational Services 3	Stores Supervisor
	Day shift Saturday to Sunday and Afternoon shift Monday to Sunday		

**Essential Service Work Functions**

- Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, bedding, staff clothing, etc.
- Responsible for the safe and accurate storage of valuables including cataloguing the value of items and storing them in the safe.
- May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers.
- Responsible for supervision of staff in assigned area and may require access to inventory control systems.

DESW	Schedule	Classification	Job Title
	Monday to Friday 8:15am-4:30pm	Administrative Support 3	Visiting Booking

**Essential Service Work Functions**

- Book inmate visits.
- Update visiting lists, sort mail and deal with security paperwork.
- Requires access to ORCA visits module.

DESW	Duration	Schedule	Classification	Job Title
		Monday to Friday 8:15am-4:30pm	Operational Services 3	Loading Dock Supervisor

**Essential Service Work Functions**

- Receives deliveries
- Manages warehouse inventory
- Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, cleaning supplies, bedding, staff clothing, etc.
- May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers.
- Responsible for supervision of staff in assigned area and may require access to inventory control systems.

DESW	Duration	Schedule	Classification	Job Title
		Monday to Friday 8:15am-4:30pm	Operational Services 2	Loading Dock and Cleaning Supplies

**Essential Service Work Functions**

- Receives deliveries
- Manages warehouse inventory
- Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, cleaning supplies, bedding, staff clothing, etc.
- May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers.

**LOCATION: EDMONTON REMAND CENTRE, EDMONTON ALBERTA**

DESW	Schedule	Classification	Job Title
█	Day shift Monday to Friday 6:45am-3:00pm	Correctional Peace Officer(CPO) 3	Correctional Peace Officer 03 (Supervisor)
█	Day shift Saturday to Sunday 6:45am- 3:00pm and Afternoon shift Monday to Sunday 2:45pm – 11:00pm		
█	Night shift Monday to Sunday 10:45pm – 7:00am		

**Essential Services Work Functions**

- Responsible for the care, custody and control of inmates within the legislated requirements of Federal, Provincial legislation and Divisional policy. Responsible for enforcing the security and good order of the facility.
- Provides frontline supervision to a group of CPOs working in a correctional centre.

DESW	Schedule	Classification	Job Title
█	Day shift Monday to Friday 6:45am-3:00pm	Correctional Peace Officer(CPO) 1-2	Correctional Peace Officer
█	D shift Monday to Friday 8:15am-4:30pm		
█	Day shift Saturday to Sunday 6:45am-3:00pm and Afternoon shift Monday to Sunday 2:45pm-11:00pm		
█	Night shift Monday to Sunday 10:45pm-7:00am		

**Essential Services Work Functions**

- Responsible for the care, custody and control of inmates within the legislated requirements of Federal, Provincial legislation and Divisional policy. Responsible for enforcing the security and good order of the facility.
- Response to emergency situations.
- Facilitation and support of service delivery including but not limited to health care, meals, canteen etc.
- Overall monitoring of security across all structural dimensions of the facility, both within and outside of the security envelope.
- Movement and escort of inmates.

DESW	Schedule	Classification	Job Title
█	Monday to Friday 8:15am-4:30pm	Correctional Peace Officer (CPO) 3	Security Supervisor (COS and SOS)

**Essential Service Work Functions**

- Review and audit of CCTV video.
- Review and approval of security related Request For Interviews.
- Collect and catalogue contraband.
- Liaise with property management for the execution of work orders.
- Ensure continuity with law enforcement over ongoing criminal investigations including telephone monitoring where required.

DESW	Schedule	Classification	Job Title
█	Monday to Friday 8:15am-4:30pm	Correctional Service Worker (CSW) 1-2	Correctional Service Worker (Fine Option)
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Review and process applications for fine option program.</li> <li>Ensure accurate tracking of fine remaining and time left owing for appropriate and timely release purposes.</li> </ul>			

DESW	Schedule	Classification	Job Title
█	Monday to Friday 8:15am-4:30pm	Correctional Service Worker (CSW) 1-2	Correctional Service Worker (Federal Placement)
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Liaise with CSC and parole officers regarding the placement of federal inmates.</li> <li>Ensure appropriate oversight of parole suspensions, federal inmate court holds, and penitentiary placement to ensure timely return to CSC in accordance with ESA (Exchange of Services Agreement).</li> <li>Provide appropriate data to ensure adequate financial remuneration for federal holds in accordance with ESA.</li> </ul>			

DESW	Schedule	Classification	Job Title
█	Day shift Monday to Friday	Correctional Service Worker (CSW) 1-2	Correctional Service Worker (A&D Classification and Placement)
█	Day shift Saturday-Sunday		
█	Afternoon shift Monday to		
█	Night shift Monday to Sunday		
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Case planning, release planning and facilitation / support for addiction and mental health intervention.</li> <li>Inmate placement (internal and external).</li> </ul>			

DESW	Schedule	Classification	Job Title
█	Monday to Friday 8:15am - 4:30pm	Administrative Support 5	Director's Secretary
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Provide support in scheduling matters, concerns, and issues.</li> <li>Frontline contact for both employees and management on day to day matters.</li> <li>Support issues management for the Director.</li> <li>Communication conduit for activities taking place within the centre.</li> </ul>			



DESW	Schedule	Classification	Job Title
	Monday to Friday 8:15am – 4:30pm	Administration 1	Sentence Administration (Chief)
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Based on sentence management policy and procedures provide advice and information to the public, crown prosecutors, other justice stakeholders and offenders.</li> <li>• Oversees processing and maintenance of federal and provincial offender case files.</li> <li>• Coordinates Inter-provincial transfers of prisoners for the South Region of Alberta.</li> <li>• Ensure justice stakeholders are alerted to high profile offenders.</li> <li>• Process legal documentation in order to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.</li> <li>• Warrant administration.</li> <li>• Reviews offender information from courts, police and other agencies to determine any health or security issues.</li> </ul>			

DESW	Duration	Schedule	Classification	Job Title
		Day shift Monday to Friday	Administrative Support 6	Sentence Administrator Supervisor
		Day shift Saturday to		
		Afternoon shift Monday to Sunday		
		Day shift Monday to Friday		
		Day shift Saturday to Sunday		
		Afternoon shift Monday to Sunday		
<b>Essential Services Work Functions</b>				
<ul style="list-style-type: none"> <li>• Process legal documentation in order to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.</li> <li>• Provides manual calculations and file corrections as required.</li> <li>• Facilitate or complete inmate booking process including file creation and maintenance.</li> <li>• Prepare inmate files for release/transfer.</li> <li>• Responsible for supervision of staff in assigned area.</li> </ul>				

DESW	Duration	Schedule	Classification	Job Title
████	████	Day shift Monday to Friday ████	Administrative Support 5	Sentence Administrator
████	████	Day shift Saturday to Sunday █████		
████	████	Afternoon shift Monday to Sunday █████		
████	████	Day shift Monday to Friday ████		
████	████	Day shift Saturday to Sunday █████		
████	████	Afternoon shift Monday to Sunday █████		

**Essential Services Work Functions**

- Process legal documentation in order to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.
- Reviews offender information from courts, police and other agencies to determine any health or security issues.
- Facilitate or complete inmate booking process including file creation and maintenance.
- Prepare inmate files for release/transfer.

DESW	Duration	Schedule	Classification	Job Title
████	████	8:15 am – 4:30 pm Monday – Friday	Administrative Support 3	Sentence Administrator File Clerk
████	████			

**Essential Service Work Functions**

- Track Conditional Sentence Orders.
- Prepare and maintain inmate files.

DESW	Schedule	Classification	Job Title
████	Monday to Friday 8:15am-4:30pm	Administration 2	Office Business Manager

**Essential Service Work Functions**

- Supervision of admin staff and the provision of a variety of services for the centre.
- Payroll, budgeting, purchasing, office supplies, accounts payable, records management, accommodation and supervision of supervisory positions.
- Ensure manpower invoices are completed.
- Reviews and releases payroll payments and absences into EMTS as expenditure officer.
- Supervises inmate Trust Accounts program involving cash controls, maintenance of records.
- Sign cheques for payment from Trust Funds and the Welfare Fund.
- Oversee care and control of inmate property, money and valuables upon admittance/ transfer.

DESW	Schedule	Classification	Job Title
	Monday to Friday 8:15am-4:30pm	Administrative Support 5	Personnel Administrator Supervisor

#### Essential Service Work Functions

- Reviews, validates and verifies payroll and benefits
- Administers pay and benefits to an assigned portfolio of staff ensuring that employees are paid timely and accurately.
- Responds to pay and benefit inquiries and communicates with HR consultants, benefit carriers, Pay and Benefits staff etc.
- Responsible for supervision of staff in assigned area and may require access to staff scheduling/payroll systems.

DESW	Duration	Schedule	Classification	Job Title
		Monday to Friday 8:15am-4:30pm	Administrative Support 4	Personnel Administrator

#### Essential Service Work Functions

- Reviews, validates and verifies payroll and benefits
- Administers pay and benefits to an assigned portfolio of staff ensuring that employees are paid timely and accurately.
- Responds to pay and benefit inquiries and communicates with HR consultants, benefit carriers, Pay and Benefits staff etc.

DESW	Schedule	Classification	Job Title
	Monday to Friday 8:15am-4:30pm	Operational Services 3	Warehouse Supervisor

#### Essential Service Work Functions

- Receives deliveries
- Manages warehouse inventory
- Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, cleaning supplies, bedding, staff clothing, etc.
- May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers.
- Responsible for supervision of staff in assigned area and may require access to inventory control systems.

DESW	Duration	Schedule	Classification	Job Title
		Monday to Friday 8:15am-4:30pm	Administrative Support 3	Inmate Accounts Assistant

#### Essential Service Work Functions

- Administration of inmate accounts and the inmate welfare fund.
- Processing of canteen orders; bail and fine payments.
- Processing inmate requests and incoming mail.

DESW	Duration	Schedule	Classification	Job Title
		Day shift Monday to Friday [REDACTED]	Operational Services 2	Inmate Stores Stock keeper
		Day shift Saturday to Sunday [REDACTED]		
		Afternoon shift Monday to Sunday [REDACTED]		
		Day shift Monday to Friday [REDACTED]		
		Day shift Saturday to Sunday [REDACTED]		
		Afternoon shift Monday to Sunday [REDACTED]		

**Essential Services Work Functions**

- Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, bedding, staff clothing, etc.
- Responsible for the safe and accurate storage of valuables including cataloguing the value of items and storing them in the safe.
- May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers.

DESW	Duration	Schedule	Classification	Job Title
		Day shift Monday to Friday [REDACTED]	Operational Services 2	Inmate Property Stock keeper
		Day shift Saturday to Sunday [REDACTED]		
		Afternoon shift Monday to Sunday [REDACTED]		
		Day shift Monday to Friday [REDACTED]		
		Day shift Saturday to Sunday [REDACTED]		
		Afternoon shift Monday to Sunday [REDACTED]		

**Essential Services Work Functions**

- Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, bedding, staff clothing, etc.
- Responsible for the safe and accurate storage of valuables including cataloguing the value of items and storing them in the safe.
- May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers.

DESW	Schedule	Classification	Job Title
	8:15 am – 4:30 pm Monday - Friday	Administrative Support 4	Trust Accounts Supervisor
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Administration of inmate accounts and the inmate welfare fund.</li> <li>Processing of canteen orders; bail and fine payments.</li> <li>Responsible for supervision of staff in assigned area and may require access to trust accounting systems.</li> </ul>			

DESW	Duration	Schedule	Classification	Job Title
		Monday to Friday 8:15am-4:30pm	Administrative Support 03	Trust Accounts Clerk
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Administration of inmate accounts and the inmate welfare fund.</li> <li>Processing of canteen orders; bail and fine payments.</li> <li>Processing inmate requests and incoming mail.</li> </ul>				

DESW	Duration	Schedule	Classification	Job Title
		Monday to Friday 8:15am-4:30pm	Administrative Support 5	Purchasing Administrator/ Accounts Payable
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Expenditure officer duties including processing invoices, expense claims, procurement cards, contracts, vouchers etc. required to ensure continuation of necessities of life.</li> <li>Vendor and client liaison for inquiries pertaining to contracts and accounts processing.</li> <li>Responsible for purchasing items required for daily operations and scheduling vehicle maintenance.</li> <li>Ordering product, supplies/essential items for the operation of the centre.</li> </ul>				

DESW	Duration	Schedule	Classification	Job Title
		Monday to Friday 8:15am-4:30pm	Administrative Support 3	Inventory Controller
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Stock Inventory System (SIS) required to maintain control for centralized uniform issue, institutional inventory, kitchen inventory, pandemic inventory.</li> <li>Maintains records for property left by inmates upon release by recording and listing on a database.</li> <li>Maintain records management of centre log books.</li> <li>Provide cover off for switchboard reception.</li> <li>Assist Inmate Trust Accounts</li> </ul>				

DESW	Duration	Schedule	Classification	Job Title
		Monday to Friday 8:15am-4:30pm	Administrative Support 3	Casework Administrative Assistant and CPIC
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Conduct CPIC checks on inmates</li> <li>Assist in tracking, distribution and response to Request For Information</li> </ul>				



DESW	Duration	Schedule	Classification	Job Title
████	████	Monday to Friday 8:15am-4:30pm	Administrative Support 3	Mail Clerk
████	████			

**Essential Service Work Functions**

- Process internal and external mail including Request for Interview Forms.
- Identify suspicious mail for Security search.
- Timely receipt and distribution of legal documents (i.e. probation letters and disclosures).

DESW	Duration	Schedule	Classification	Job Title
████	████	Monday to Friday 8:15am-4:30pm	Administrative Support 3	Reception
████	████			

**Essential Service Work Functions**

- First point of contact in administration or lobby area for members of the public attending the centre to visit inmates or drop off money or approved items.
- Receipt, tracking and proper handling of money, property and legal documents.
- Switchboard operator.

DESW	Duration	Schedule	Classification	Job Title
████	████	Monday to Friday 8:15am-4:30pm	Operational Services 2	Equipment Operator (Duty Driver)
████	████			

**Essential Service Work Functions**

- Conducts essential deliveries including laundry and in-town pick up of purchased items.
- May be required to operate warehouse equipment such as a forklift.
- Critical interface with Inmate Accounts - transits bail cheques to Bail Office - routine interface with CIBC.
- Maintains vehicle fleet for transports.

DESW	Duration	Schedule	Classification	Job Title
████	████	Monday to Friday 8:15am-4:30pm	Operational Services 2	Warehouse Stock keeper
████	████			

**Essential Service Work Functions**

- Receives deliveries
- Manages warehouse inventory
- Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, cleaning supplies, bedding, staff clothing, etc.
- May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers.

**LOCATION: FORT SASKATCHEWAN CORRECTIONAL CENTRE, FORT SASKATCHEWAN, ALBERTA**

DESW	Schedule	Classification	Job Title
	Day shift [redacted] Monday - Friday	Correctional Peace Officer (CPO) 3	Correctional Peace Officer (CPO) 3
	Day shift [redacted] Saturday-Sunday and Afternoon shift [redacted] Monday-Sunday		

**Essential Services Work Functions**

- Responsible for the care, custody and control of inmates within the legislated requirements of Federal, Provincial legislation and Divisional policy. Responsible for enforcing the security and good order of the facility.
- Provides frontline supervision to a group of CPOs working in a correctional centre.

DESW	Schedule	Classification	Job Title
	Day shift [redacted] Monday - Friday	Correctional Peace Officer CPO 1-2	Correctional Peace Officer
	D shift [redacted] Monday - Friday		
	Day shift [redacted] Saturday-Sunday and Afternoon shift [redacted] Monday-Sunday		
	Night shift [redacted] Monday-Sunday		

**Essential Services Work Functions**

- Responsible for the care, custody and control of inmates within the legislated requirements of Federal, Provincial legislation and Divisional policy. Responsible for enforcing the security and good order of the facility.
- Response to emergency situations.
- Facilitation and support of service delivery including but not limited to health care, meals, canteen etc.
- Overall monitoring of security across all structural dimensions of the facility, both within and outside of the security envelope.
- Movement and escort of inmates.

DESW	Schedule	Classification	Job Title
	Monday to Friday 8:15am-4:30pm	Correctional Service Worker (CSW) 1-2	Correctional Service Worker (Placement Officer)

**Essential Service Work Functions**

- Case planning, release planning and facilitation / support for addiction and mental health intervention.
- Inmate placement (internal and external).



DESW	Schedule	Classification	Job Title
██████	Monday to Friday 8:15am-4:30pm	Administrative Support 4	Director's Secretary
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide support in scheduling matters, concerns, and issues.</li> <li>• Frontline contact for both employees and management on day to day matters.</li> <li>• Support issues management for the Director.</li> <li>• Communication conduit for activities taking place within the centre.</li> </ul>			

DESW	Schedule	Classification	Job Title
██████	Monday to Friday 8:15am-4:30pm	Administration 1	Sentence Administrator (Chief)
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Based on sentence management policy and procedures provide advice and information to the public, crown prosecutors, other justice stakeholders and offenders.</li> <li>• Oversees processing and maintenance of federal and provincial offender case files.</li> <li>• Coordinates Inter-provincial transfers of prisoners for the South Region of Alberta.</li> <li>• Ensure justice stakeholders are alerted to high profile offenders.</li> <li>• Process legal documentation in order to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.</li> <li>• Warrant administration.</li> <li>• Reviews offender information from courts, police and other agencies to determine any health or security issues.</li> </ul>			

DESW	Schedule	Classification	Job Title
██████	Monday to Friday ████████	Administrative Support 6	Sentence Administrator Supervisor
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Process legal documentation in order to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.</li> <li>• Provides manual calculations and file corrections as required.</li> <li>• Facilitate or complete inmate booking process including file creation and maintenance.</li> <li>• Prepare inmate files for release/transfer.</li> <li>• Responsible for supervision of staff in assigned area.</li> </ul>			

DESW	Schedule	Classification	Job Title
██████	Monday to Friday 8:15am-4:30pm	Administrative Support 5	Sentence Administrator
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Process legal documentation in order to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.</li> <li>• Reviews offender information from courts, police and other agencies to determine any health or security issues.</li> <li>• Facilitate or complete inmate booking process including file creation and maintenance.</li> <li>• Prepare inmate files for release/transfer.</li> </ul>			

DESW	Schedule	Classification	Job Title
████	Monday to Friday 8:15am-4:30pm	Administration 2	Office Manager

**Essential Service Work Functions**

- Supervision of admin staff and the provision of a variety of services for the centre.
- Payroll, budgeting, purchasing, office supplies, accounts payable, records management, accommodation and supervision of supervisory positions.
- Ensure manpower invoices are completed.
- Reviews and releases payroll payments and absences into EMTS as expenditure officer.
- Supervises inmate Trust Accounts program involving cash controls, maintenance of records.
- Sign cheques for payment from Trust Funds and the Welfare Fund.
- Oversee care and control of inmate property, money and valuables upon admittance/ transfer.

DESW	Schedule	Classification	Job Title
████	Monday to Friday 8:15am-4:30pm	Administrative Support 3	Inmate Accounts

**Essential Service Work Functions**

- Administration of inmate accounts and the inmate welfare fund.
- Processing of canteen orders; bail and fine payments
- Processing inmate requests and incoming mail.

DESW	Duration	Schedule	Classification	Job Title
████	████	Monday to Friday 8:15am-4:30pm	Administrative Support 5	Personnel Supervisor

**Essential Service Work Functions**

- Reviews, validates and verifies payroll and benefits
- Administers pay and benefits to an assigned portfolio of staff ensuring that employees are paid timely and accurately.
- Responds to pay and benefit inquiries and communicates with HR consultants, benefit carriers, Pay and Benefits staff etc.
- Responsible for supervision of staff in assigned area and may require access to staff scheduling/payroll systems.

DESW	Duration	Schedule	Classification	Job Title
████	████	Monday to Friday 8:15am-4:30pm	Administrative Support 5	Accounts Payable Supervisor

**Essential Service Work Functions**

- Processing invoices, expense claims, procurement cards, contracts, vouchers etc.
- Vendor and client liaison for inquiries pertaining to contracts and accounts processing.
- Overseeing inventory stock for the centre warehouse, which supplies officer uniforms and inmate necessities
- Oversees accurate posting of offender trust transactions in ORCA
- Responsible for supervision of staff in assigned area and may require access to finance/accounting systems (including ORCA and CPIC).

DESW	Duration	Schedule	Classification	Job Title
		Monday to Friday 8:15am-4:30pm	Administrative Support 3	Unit Clerk

#### Essential Service Work Functions

- Creation and maintenance, tracking, movement, and assignment of offender files (unique due to FSCC design of several bldgs. spread across 65 acres) to ensure timely documentation flow.
- Processes Temporary Absence applications – including response for all Denials, Deferrals, Withdrawals, and Amendments, with a high standard of accuracy; and notification of ACOB and outside stakeholders of approved applications.
- Enters all ORCA data for assigned units including unit intakes, updates, and changes as they occur.
- Receive, screen and distribute all incoming and outgoing mail within the centre, ie: Request for Interview Forms, interoffice mail, memos, correspondence regarding inmates.

DESW	Duration	Schedule	Classification	Job Title
		Monday to Friday 8:15am-4:30pm	Operational Services 3	Warehouse Supervisor

#### Essential Service Work Functions

Highlighted essential work functions include:

- Receives deliveries
- Manages warehouse inventory
- Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, cleaning supplies, bedding, staff clothing, etc.
- May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers.
- Responsible for supervision of staff in assigned area and may require access to inventory control systems.

DESW	Duration	Schedule	Classification	Job Title
		Monday to Friday 8:15am-4:30pm	Operational Services 3	Caretaker Supervisor

#### Essential Service Work Functions

- Responsible for janitorial services and maintaining high hygienic standards for the centre to meet quarterly Health Inspector requirements, for the entire facility including living units; program areas, administrative areas and warehouse/storage facilities.
- Hires/schedules/trains/supervises the inmate labourers who carry out the janitorial duties, perform and maintain them at a hygienic standard set out by the centre as FSCC has no contracted cleaners
- Maintains, controls and cleaning supplies and janitorial equipment and ensures that everything is fully operational and in safe condition, schedules regular maintenance and servicing;

DESW	Duration	Schedule	Classification	Job Title
		Monday to Friday 6:45am-3:00pm	Operational Services 2	Laundry/Work Detail/Property

**Essential Service Work Functions**

- Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, bedding, staff clothing, etc.
- Responsible for the safe and accurate storage of valuables including cataloguing the value of items and storing them in the safe.
- May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers.
- Supervision of inmate work crews.

**LOCATION: LETHBRIDGE CORRECTIONAL CENTRE, LETHBRIDGE ALBERTA**

DESW	Schedule	Classification	Job Title
		Correctional Peace Officer (CPO) 1-2	Correctional Peace Officer

**Essential Services Work Functions**

Highlighted essential work functions include:

- Responsible for the care, custody and control of inmates within the legislated requirements of Federal, Provincial legislation and Divisional policy. Responsible for enforcing the security and good order of the facility.
- Response to emergency situations.
- Facilitation and support of service delivery including but not limited to health care, meals, canteen etc.
- Overall monitoring of security across all structural dimensions of the facility, both within and outside of the security envelope.
- Movement and escort of inmates.

DESW	Schedule	Classification	Job Title
	Monday to Friday 8:15am-4:30pm	Administrative Support 4	Director's Secretary

**Essential Service Work Functions**

- Provide support in scheduling matters, concerns, and issues.
- Frontline contact for both employees and management on day to day matters.
- Support issues management for the Director.
- Communication conduit for activities taking place within the centre.



DESW	Schedule	Classification	Job Title
	Monday to Friday 8:15am-4:30pm	Administration 1	Sentence Administrator (Chief)
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Based on sentence management policy and procedures provide advice and information to the public, crown prosecutors, other justice stakeholders and offenders.</li> <li>Oversees processing and maintenance of federal and provincial offender case files.</li> <li>Coordinates Inter-provincial transfers of prisoners for the South Region of Alberta.</li> <li>Ensure justice stakeholders are alerted to high profile offenders.</li> <li>Process legal documentation in order to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.</li> <li>Warrant administration.</li> <li>Reviews offender information from courts, police and other agencies to determine any health or security issues.</li> </ul>			

DESW	Duration	Schedule	Classification	Job Title
		Monday to Friday 8:15am-4:30pm	Administrative Support 5	Sentence Administrator
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Process legal documentation in order to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.</li> <li>Reviews offender information from courts, police and other agencies to determine any health or security issues.</li> <li>Facilitate or complete inmate booking process including file creation and maintenance.</li> <li>Prepare inmate files for release/transfer.</li> </ul>				

DESW	Schedule	Classification	Job Title
	Monday to Friday 8:15am-4:30pm	Administrative Support 4	Inmate Accounts
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Administration of inmate accounts and the inmate welfare fund.</li> <li>Processing of canteen orders; bail and fine payments</li> <li>Responsible for supervision of staff in assigned area and may require access to trust accounting systems.</li> </ul>			

DESW	Schedule	Classification	Job Title
	Monday to Friday 8:15am-4:30pm	Administration 2	Office Manager
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Supervision of admin staff and the provision of a variety of services for the centre.</li> <li>Payroll, budgeting, purchasing, office supplies, accounts payable, records management, accommodation and supervision of supervisory positions.</li> <li>Ensure manpower invoices are completed.</li> <li>Reviews and releases payroll payments and absences into EMTS as expenditure officer.</li> <li>Supervises inmate Trust Accounts program involving cash controls, maintenance of records.</li> </ul>			

- Sign cheques for payment from Trust Funds and the Welfare Fund.
- Oversee care and control of inmate property, money and valuables upon admittance/ transfer.

DESW	Schedule	Classification	Job Title
	Monday to Friday 8:15am-4:30pm	Administrative Support 5	Personnel Supervisor

#### Essential Service Work Functions

- Reviews, validates and verifies payroll and benefits
- Administers pay and benefits to an assigned portfolio of staff ensuring that employees are paid timely and accurately.
- Responds to pay and benefit inquiries and communicates with HR consultants, benefit carriers, Pay and Benefits staff etc.
- Responsible for supervision of staff in assigned area and may require access to staff scheduling/payroll systems.

DESW	Duration	Schedule	Classification	Job Title
		Monday to Friday 8:15am-4:30pm	Administrative Support 3	Reception

#### Essential Service Work Functions

- First point of contact in administration or lobby area for members of the public attending the centre to visit inmates or drop off money or approved items.
- Receipt, tracking and proper handling of money, property and legal documents.
- Switchboard operator.

DESW	Duration	Schedule	Classification	Job Title
		Monday to Friday 8:15am-4:30pm	Operational Services 2	Laundry/Work Detail/Property

#### Essential Service Work Functions

- Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, bedding, staff clothing, etc.
- Responsible for the safe and accurate storage of valuables including cataloguing the value of items and storing them in the safe.
- May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers.
- Supervision of inmate work crews.

DESW	Duration	Schedule	Classification	Job Title
█	█	Monday to Friday 8:15am-4:30pm	Operational Services 3	Warehouse Supervisor/Property/Inmate Supplies

**Essential Service Work Functions**

- Receives deliveries.
- Manages warehouse inventory.
- Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, cleaning supplies, bedding, staff clothing, etc.
- May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers.
- Responsible for supervision of staff in assigned area and may require access to inventory control systems.

**LOCATION: MEDICINE HAT REMAND CENTRE**

DESW	Schedule	Classification	Job Title
█	█	Correctional Peace Officer (CPO) 1-2	Correctional Peace Officer
█	█		
█	█		
█	█		

**Essential Services Work Functions**

- Responsible for the care, custody and control of inmates within the legislated requirements of Federal, Provincial legislation and Divisional policy. Responsible for enforcing the security and good order of the facility.
- Response to emergency situations.
- Facilitation and support of service delivery including but not limited to health care, meals, canteen etc.
- Overall monitoring of security across all structural dimensions of the facility, both within and outside of the security envelope.
- Movement and escort of inmates.

DESW	Duration	Schedule	Classification	Job Title
█	█	Monday to Friday 8:15am-4:30pm	Correctional Service Worker (CSW) 1-2	Admissions & Discharge Property Correctional Service Worker
█	█			

**Essential Service Work Functions**

- Case planning, release planning and facilitation / support for addiction and mental health intervention.
- Inmate placement (internal and external).
- Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, bedding, staff clothing, etc.
- Responsible for the safe and accurate storage of valuables including cataloguing the value of items and



storing them in the safe.

- May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers.

DESW	Schedule	Classification	Job Title
	Monday to Friday 8:15am-4:30pm	Administration 1	Sentence Administrator Chief

**Essential Service Work Functions**

- Based on sentence management policy and procedures provide advice and information to the public, crown prosecutors, other justice stakeholders and offenders.
- Oversees processing and maintenance of federal and provincial offender case files.
- Coordinates Inter-provincial transfers of prisoners for the South Region of Alberta.
- Ensure justice stakeholders are alerted to high profile offenders.
- Process legal documentation in order to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.
- Warrant administration.
- Reviews offender information from courts, police and other agencies to determine any health or security issues.

DESW	Schedule	Classification	Job Title
	Monday to Friday 8:15am-4:30pm	Administration 1	Director's Secretary/Business Manager/Reception

**Essential Service Work Functions**

- Provide support in scheduling matters, concerns, and issues.
- Frontline contact for both employees and management on day to day matters.
- Support issues management for the Director. Communication conduit for activities taking place within the centre.
- Supervision of admin staff and the provision of a variety of services for the centre.
- Payroll, budgeting, purchasing, office supplies, accounts payable, records management, accommodation and supervision of supervisory positions.
- Ensure manpower invoices are completed.
- Reviews and releases payroll payments and absences into EMTS as expenditure officer.
- Supervises inmate Trust Accounts program involving cash controls, maintenance of records.
- Sign cheques for payment from Trust Funds and the Welfare Fund.
- Oversee care and control of inmate property, money and valuables upon admittance/ transfer.
- First point of contact in administration or lobby area for members of the public attending the centre to visit inmates or drop off money or approved items.
- Receipt, tracking and proper handling of money, property and legal documents.
- Switchboard operator.

DESW	Duration	Schedule	Classification	Job Title
		Monday to Friday 8:15am-4:30pm	Administrative Support 4	Inmate Accounts

**Essential Service Work Functions**

- Administration of inmate accounts and the inmate welfare fund.
- Processing of canteen orders; bail and fine payments
- Processing inmate requests and incoming mail.

DESW	Duration	Schedule	Classification	Job Title
		Monday to Friday 8:15am-4:30pm	Administrative Support 4	Personnel

**Essential Service Work Functions**

- Reviews, validates and verifies payroll and benefits
- Administers pay and benefits to an assigned portfolio of staff ensuring that employees are paid timely and accurately.
- Responds to pay and benefit inquiries and communicates with HR consultants, benefit carriers, Pay and Benefits staff etc.

**LOCATION: PEACE RIVER CORRECTIONAL CENTRE, PEACE RIVER ALBERTA**

DESW	Schedule	Classification	Job Title
		Correctional Peace Officer (CPO) 3	CPO 3 Correctional Peace Officer 3 (Supervisor)

**Essential Services Work Functions**

- Responsible for the care, custody and control of inmates within the legislated requirements of Federal, Provincial legislation and Divisional policy. Responsible for enforcing the security and good order of the facility.
- Provides frontline supervision to a group of CPOs working in a correctional centre.

DESW	Schedule	Classification	Job Title
		Correctional Peace Officer (CPO) 1-2	Correctional Peace Officer

**Essential Services Work Functions**

- Responsible for the care, custody and control of inmates within the legislated requirements of Federal, Provincial legislation and Divisional policy. Responsible for enforcing the security and good order of the facility.
- Response to emergency situations.
- Facilitation and support of service delivery including but not limited to health care, meals, canteen etc.
- Overall monitoring of security across all structural dimensions of the facility, both within and outside of the security envelope.
- Movement and escort of inmates.

DESW	Schedule	Classification	Job Title
█	Monday to Friday 8:15am-4:30pm	Correctional Service Worker (CSW) 3	Correctional Service Worker 3 (Supervisor)

**Essential Service Work Functions**

- Case planning, release planning and facilitation / support for addiction and mental health intervention.
- Inmate placement (internal and external).

DESW	Schedule	Classification	Job Title
█	8:15am – 4:30pm Monday - Friday	Administrative Support 4	Director's Secretary

**Essential Service Work Functions**

- Provide support in issue management such as scheduling matters, and other concerns, and issues.
- Frontline contact for both employees and management on day to day matters.
- Support issues management for the Director.
- Communication conduit for activities taking place within the centre.

DESW	Schedule	Classification	Job Title
█	Monday to Friday 8:15am-4:30pm	Administration 1	Sentence Administrator (Chief)

**Essential Service Work Functions**

- Based on sentence management policy and procedures provide advice and information to the public, crown prosecutors, other justice stakeholders and offenders.
- Oversees processing and maintenance of federal and provincial offender case files.
- Coordinates Inter-provincial transfers of prisoners for the South Region of Alberta.
- Ensure justice stakeholders are alerted to high profile offenders.
- Process legal documentation in order to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.
- Warrant administration.
- Reviews offender information from courts, police and other agencies to determine any health or security issues.

DESW	Schedule	Classification	Job Title
	Monday to Friday 8:15am-4:30pm	Administrative Support 6	Sentence Administration Supervisor
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Process legal documentation in order to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.</li> <li>Provides manual calculations and file corrections as required.</li> <li>Facilitate or complete inmate booking process including file creation and maintenance.</li> <li>Prepare inmate files for release/transfer.</li> <li>Responsible for supervision of staff in assigned area.</li> </ul>			

DESW	Schedule	Classification	Job Title
	Monday to Friday 8:15am-4:30pm	Administration 2	Office Manager
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Supervision of admin staff and the provision of a variety of services for the centre.</li> <li>Payroll, budgeting, purchasing, office supplies, accounts payable, records management, accommodation and supervision of supervisory positions.</li> <li>Ensure manpower invoices are completed.</li> <li>Reviews and releases payroll payments and absences into Employee Time Management System, as expenditure officer.</li> <li>Supervises inmate Trust Accounts program involving cash controls, maintenance of records.</li> <li>Sign cheques for payment from Trust Funds and the Welfare Fund.</li> <li>Oversee care and control of inmate property, money and valuables upon admittance/ transfer.</li> </ul>			

DESW	Schedule	Classification	Job Title
	Monday to Friday 8:15am-4:30pm	Administrative Support 5	Payroll
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Reviews, validates and verifies payroll and benefits.</li> <li>Administers pay and benefits to an assigned portfolio of staff ensuring that employees are paid timely and accurately.</li> <li>Responds to pay and benefit inquiries and communicates with HR consultants, benefit carriers, Pay and Benefits staff etc.</li> </ul>			

DESW	Duration	Schedule	Classification	Job Title
		Monday to Friday 8:15am-4:30pm	Administrative Support 4	Inmate Accounts/Accounts Receivable
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Administration of inmate accounts and the inmate welfare fund.</li> <li>Processing of canteen orders; bail and fine payments</li> <li>Processing inmate requests and incoming mail.</li> <li>Processing invoices, expense claims, procurement cards, contracts, vouchers etc.</li> <li>Vendor and client liaison for inquiries pertaining to contracts and accounts processing.</li> <li>Overseeing inventory stock for the centre warehouse, which supplies officer uniforms and inmate</li> </ul>				

necessities

- Oversees accurate posting of offender trust transactions in ORCA.

DESW	Duration	Schedule	Classification	Job Title
		Monday to Friday 8:15am-4:30pm	Operational Services 3	Bursar Stores Supervisor

**Essential Service Work Functions**

- Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, bedding, staff clothing, etc.
- Responsible for the safe and accurate storage of valuables including cataloguing the value of items and storing them in the safe.
- May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers.
- Responsible for supervision of staff in assigned area and may require access to inventory control systems.

DESW	Duration	Schedule	Classification	Job Title
		Monday to Friday 8:15am-4:30pm	Operational Services 2	Inmate Property Clerk

**Essential Service Work Functions**

- Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, bedding, staff clothing, etc.
- Responsible for the safe and accurate storage of valuables including cataloguing the value of items and storing them in the safe.
- May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers.

DESW	Duration	Schedule	Classification	Job Title
		Monday to Friday 8:15am-4:30pm	Operational Services 2	Duty Driver/Equipment Operator

**Essential Service Work Functions**

Highlighted essential work functions include:

- Conducts essential deliveries including laundry and in-town pick up of purchased items.
- May be required to operate warehouse equipment such as a forklift.
- Critical interface with Inmate Accounts - transits bail cheques to Bail Office - routine interface with CIBC.
- Maintains vehicle fleet for transports.

**LOCATION: RED DEER REMAND CENTRE**

DESW	Schedule	Classification	Job Title
		Correctional Peace Officer (CPO) 1-2	Correctional Peace Officer

<b>Essential Services Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for the care, custody and control of inmates within the legislated requirements of Federal, Provincial legislation and Divisional policy. Responsible for enforcing the security and good order of the facility.</li> <li>• Response to emergency situations.</li> <li>• Facilitation and support of service delivery including but not limited to health care, meals, canteen etc.</li> <li>• Overall monitoring of security across all structural dimensions of the facility, both within and outside of the security envelope.</li> <li>• Movement and escort of inmates.</li> </ul>			

DESW	Schedule	Classification	Job Title
		Correctional Service Worker (CSW) 1-2	Correctional Service Worker (Placement Officer)

<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Case planning, release planning and facilitation / support for addiction and mental health intervention.</li> <li>• Inmate placement (internal and external).</li> </ul>			

DESW	Schedule	Classification	Job Title
		Administrative Support 5	Director's Assistant/Payroll/ Personnel

<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide support in scheduling matters, concerns, and issues.</li> <li>• Frontline contact for both employees and management on day to day matters.</li> <li>• Support issues management for the Director.</li> <li>• Communication conduit for activities taking place within the centre.</li> <li>• Reviews, validates and verifies payroll and benefits</li> <li>• Administers pay and benefits to an assigned portfolio of staff ensuring that employees are paid timely and accurately.</li> <li>• Responds to pay and benefit inquiries and communicates with HR consultants, benefit carriers, Pay and Benefits staff etc.</li> <li>• Responsible for supervision of staff in assigned area and may require access to staff scheduling/payroll systems.</li> </ul>			

DESW	Schedule	Classification	Job Title
	Monday to Friday 8:15am-	Administrative Support	Sentence Administration Supervisor

	4:30pm	6	
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Process legal documentation in order to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.</li> <li>• Provides manual calculations and file corrections as required.</li> <li>• Facilitate or complete inmate booking process including file creation and maintenance.</li> <li>• Prepare inmate files for release/transfer.</li> <li>• Responsible for supervision of staff in assigned area.</li> </ul>			

DESW	Schedule	Classification	Job Title
	Monday to Friday 8:15am-4:30pm	Administrative Support 5	Sentence Administration
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Process legal documentation in order to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.</li> <li>• Reviews offender information from courts, police and other agencies to determine any health or security issues.</li> <li>• Facilitate or complete inmate booking process including file creation and maintenance.</li> <li>• Prepare inmate files for release/transfer.</li> </ul>			

DESW	Schedule	Classification	Job Title
	Monday to Friday 8:15am-4:30pm	Administrative Support 4	Inmate Trust Accounts
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Administration of inmate accounts and the inmate welfare fund.</li> <li>• Processing of canteen orders; bail and fine payments</li> <li>• Processing inmate requests and incoming mail.</li> </ul>			

DESW	Schedule	Classification	Job Title
	Monday to Friday 8:15am-4:30pm	Operational Services 2	Inmate Property Warehouse
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Receives deliveries</li> <li>• Manages warehouse inventory</li> <li>• Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, cleaning supplies, bedding, staff clothing, etc.</li> <li>• May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers.</li> </ul>			



DESW	Schedule	Classification	Job Title
█	Monday to Friday 8:15am-4:30pm	Administrative Support 3	Reception

**Essential Service Work Functions**

- First point of contact in administration or lobby area for members of the public attending the centre to visit inmates or drop off money or approved items.
- Receipt, tracking and proper handling of money, property and legal documents.
- Switchboard operator.

DESW	Duration	Schedule	Classification	Job Title
█	█	Monday to Friday 8:15am-4:30pm	Administration 2	Business Manager

**Essential Service Work Functions**

- Supervision of admin staff and the provision of a variety of services for the centre.
- Payroll, purchasing, records management.
- Ensure manpower invoices are completed.
- Reviews and releases payroll payments and absences into Employee Time Management System (ETMS) as expenditure officer.
- Supervises inmate Trust Accounts program involving cash controls, maintenance of records.
- Sign cheques for payment from Trust Funds and the Welfare Fund.
- Oversee care and control of inmate property, money and valuables upon admittance/ transfer.

*Division: Community Corrections*

**PROGRAM: COMMUNITY CORRECTIONS AND RELEASE BRANCH**

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (Week 1)	Medium term (Week 2)	Long Term (Week 3)
Total number of capable and qualified <b>managers</b> to perform essential services*	█	█	█
Total number of capable and qualified <b>opted out &amp; excluded staff</b> to perform essential services	0	0	0
Total number of <b>bargaining unit members</b> required fulfill Designated Essential Service Worker (DESW) positions during essential services operations	█	█	█
Total number required to support the essential service operations	█	█	█

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.



**LOCATION: HEAD OFFICE**

DESW	Duration	Job Title	Classification	Schedule
		Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW	Job Title	Classification	Schedule
1	Administrative Support	Administrative Support 6	8:15-4:30 pm Monday - Friday

**Essential Service Work Functions**

- District Budget duties which would include forecasting, variance reports and manpower expenditures.
  - Liaising with human resources and payroll
  - Responsible for telephone and in person reception.
  - Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
  - Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
  - Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
  - Sort and distribute mail.
  - Administer and maintain systems to monitor budget control, purchases and vendor accounts.
  - Computer Site Coordinator for the office.
  - Data entry into ORCA (Offender Records and Correctional Administration) –electronic file
- Duties may include supervision:**
- Supervises Administrative Support position(s).
  - provides training, quality assurance and approves timesheets
  - Creation of administrative protocols to address changing needs

**LOCATION: AIDRIE**

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the

community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: BROOKS**

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services.
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time. The office will be closed for the first week of a strike or lockout.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 6	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- District Budget duties which would include forecasting, variance reports and manpower expenditures.
- Liaising with human resources and payroll
- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support position(s).
- provides training, quality assurance and approves timesheets
- Creation of administrative protocols to address changing needs.

**Foreseeable changes**

See above changes to required number of DESW after a period of time. The office will be closed for the

first week of a strike or lockout.

LOCATION: CALGARY ATTENDANCE CENTRE

DESW	Duration	Job Title	Classification	Schedule
		Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts.

- Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support 3 position(s).
- Provides training to the office, quality assurance and approving timesheets.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

**Essential Service Work Functions**

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screening and directing calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and Distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

LOCATION: CALGARY CORE

DESW	Duration	Job Title	Classification	Schedule
█	█	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

**Essential Service Work Functions**

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services



- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support 3 position(s).
- Provides training to the office, quality assurance and approving timesheets.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screening and directing calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and Distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

LOCATION: CALGARY SOUTH

DESW	Duration	Job Title	Classification	Schedule
		Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.



<ul style="list-style-type: none"> <li>• Computer Site Coordinator for the office.</li> <li>• Data entry into ORCA (Offender Records and Correctional Administration) –electronic file</li> </ul> <p><b>Duties may include supervision:</b></p> <ul style="list-style-type: none"> <li>• Supervises Administrative Support 3 position(s).</li> <li>• Provides training to the office, quality assurance and approving timesheets.</li> </ul> <p><b>Foreseeable changes</b></p> <p>See above changes to required number of DESW after a period of time.</p>
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DESW	Duration	Job Title	Classification	Schedule
1	Week 1	Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
1	Week 2			
2	Week 3			

<p><b>Essential Service Work Functions</b></p> <ul style="list-style-type: none"> <li>• Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screening and directing calls, and taking messages for assigned officers.</li> <li>• As required, have clients fill out the applicable office reporting form.</li> <li>• Data entry into the Offender Records and Correctional Administration.</li> <li>• Sort and Distribute incoming and outgoing mail.</li> <li>• Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.</li> </ul> <p><b>Foreseeable changes</b></p> <p>See above changes to required number of DESW after a period of time.</p>
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**LOCATION: CALGARY NORTH**

DESW	Duration	Job Title	Classification	Schedule
1	Week 1	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm
2	Week 2			
2	Week 3			

<p><b>Essential Service Work Functions</b></p> <ul style="list-style-type: none"> <li>• Supervises probation officers and administrative support staff.</li> <li>• Attend to administrative requirements of all offices and sub-offices assigned.</li> <li>• Investigate and prepare factual reports under Adult offenders programs</li> <li>• Provide effective case management service.</li> <li>• Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.</li> </ul>
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DESW	Duration	Job Title	Classification	Schedule
1	Week 1	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
6	Week 2			
11	Week 3			

<p><b>Essential Service Work Functions</b></p> <ul style="list-style-type: none"> <li>• Investigates and prepares factual reports under adult offender programs.</li> <li>• Provide effective case management services</li> <li>• Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal</li> </ul>
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requirements.

- Participate in and complete administrative responsibilities to ensure the office operates as part of the community.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 6	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- District Budget duties which would include forecasting, variance reports and manpower expenditures.
- Liaising with human resources and payroll
- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support position(s).
- provides training, quality assurance and approves timesheets
- Creation of administrative protocols to address changing needs.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.

<ul style="list-style-type: none"> <li>• Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.</li> <li>• Computer Site Coordinator for the office.</li> <li>• Data entry into ORCA (Offender Records and Correctional Administration) –electronic file</li> </ul> <p><b>Duties may include supervision:</b></p> <ul style="list-style-type: none"> <li>• Supervises Administrative Support 3 position(s).</li> <li>• provides training to the office, quality assurance and approving timesheets</li> </ul> <p><b>Foreseeable changes</b></p> <p>See above changes to required number of DESW after a period of time.</p>
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DESW	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

<p><b>Essential Service Work Functions</b></p> <ul style="list-style-type: none"> <li>• Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screening and directing calls, and taking messages for assigned officers.</li> <li>• As required, have clients fill out the applicable office reporting form.</li> <li>• Data entry into the Offender Records and Correctional Administration.</li> <li>• Sort and Distribute incoming and outgoing mail.</li> <li>• Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.</li> </ul> <p><b>Foreseeable changes</b></p> <p>See above changes to required number of DESW after a period of time.</p>
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LOCATION: CAMROSE

DESW	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

<p><b>Essential Service Work Functions</b></p> <ul style="list-style-type: none"> <li>• Investigates and prepares factual reports under adult offender programs.</li> <li>• Provide effective case management services</li> <li>• Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.</li> <li>• Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.</li> </ul> <p><b>Foreseeable changes</b></p> <p>See above changes to required number of DESW after a period of time. The office will be closed for the first week of a strike or lockout.</p>
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DESW	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
█	█			

<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Responsible for telephone and in person reception.</li> <li>Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.</li> <li>Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.</li> <li>Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.</li> <li>Sort and distribute mail.</li> <li>Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.</li> <li>Computer Site Coordinator for the office.</li> <li>Data entry into ORCA (Offender Records and Correctional Administration) –electronic file</li> </ul> <p>Duties may include supervision:</p> <ul style="list-style-type: none"> <li>Supervises Administrative Support 3 position(s).</li> <li>Provides training to the office, quality assurance and approving timesheets.</li> </ul>			
<b>Foreseeable changes</b>			
See above changes to required number of DESW after a period of time. The office will be closed for the first week of a strike or lockout.			

LOCATION: CANMORE

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Investigates and prepares factual reports under adult offender programs.</li> <li>Provide effective case management services</li> <li>Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.</li> <li>Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time. The office will be closed for the first week of a strike or lockout.				

LOCATION: COCHRANE

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Investigates and prepares factual reports under adult offender programs.</li> <li>Provide effective case management services</li> </ul>				

- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time. The office will be closed for the first week of a strike or lockout.

LOCATION: COLD LAKE

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time. The office will be closed for the first week of a strike or lockout.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support 3 position(s).
- Provides training to the office, quality assurance and approving timesheets.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

LOCATION: DRAYTON VALLEY

DESW	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time. The office will be closed for the first week of a strike or lockout.

DESW	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support 3 position(s).
- Provides training to the office, quality assurance and approving timesheets.

**Foreseeable changes**

See above changes to required number of DESW after a period of time. The office will be closed for the first week of a strike or lockout.



LOCATION: DRUMHELLER

DESW	Duration	Job Title	Classification	Schedule
████	████	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
████	████			
████	████			

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time. The office will be closed for the first week of a strike or lockout.

DESW	Duration	Job Title	Classification	Schedule
████	████	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
████	████			
████	████			

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support 3 position(s).
- Provides training to the office, quality assurance and approving timesheets.

**Foreseeable changes**

See above changes to required number of DESW after a period of time. The office will be closed for the first week of a strike or lockout.

LOCATION: EDMONTON ATTENDANCE CENTRE

DESW	Duration	Job Title	Classification	Schedule
████	████	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm
████	████			
████	████			

**Essential Service Work Functions**



- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time. The office will be closed for the first week of a strike or lockout.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support 3 position(s).
- Provides training to the office, quality assurance and approving timesheets.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screening and directing calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and Distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

LOCATION: EDMONTON CENTRAL INTAKE

DESW	Duration	Job Title	Classification	Schedule
		Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 5	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolutions.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Supervision of staff:**

- Supervises Administrative Support 3 position(s).
- Providing support to the district, including training, quality assurance, approving timesheets and budget.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screening and directing calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and Distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: EDMONTON EAST**

DESW	Duration	Job Title	Classification	Schedule
		Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Supervises probation officers and administrative support staff.

- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW	Duration	Job Title	Classification	Schedule
████	████	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
████	████			
████	████			

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
████	████	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
████	████			
████	████			

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support 3 position(s).
- provides training to the office, quality assurance and approving timesheets

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screening and directing calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and Distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

LOCATION: EDMONTON SOUTH

DESW	Duration	Job Title	Classification	Schedule
		Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support 3 position(s).
- provides training to the office, quality assurance and approving timesheets

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screening and directing calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and Distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

LOCATION: EDMONTON WEST

DESW	Duration	Job Title	Classification	Schedule
		Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**



- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. ~~Entering~~ timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support 3 position(s).
- provides training to the office, quality assurance and approving timesheets

**Foreseeable changes**

See above changes to required number of DESW after a period of time.



DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screening and directing calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and Distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

LOCATION: EDSON

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time. Office is closed first week of a strike or lockout.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
  - Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
  - Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
  - Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
  - Sort and distribute mail.
  - Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
  - Computer Site Coordinator for the office.
  - Data entry into ORCA (Offender Records and Correctional Administration) –electronic file
- Duties may include supervision:**
- Supervises Administrative Support 3 position(s).
  - provides training to the office, quality assurance and approving timesheets

**Foreseeable changes**

See above changes to required number of DESW after a period of time. Office is closed first week of a strike or lockout.

LOCATION: FORT MCMURRAY

DESW	Duration	Job Title	Classification	Schedule
		Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support 3 position(s).
- provides training to the office, quality assurance and approving timesheets

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screening and directing calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and Distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

LOCATION: FORT SASKATCHEWAN

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support 3 position(s).
- provides training to the office, quality assurance and approving timesheets

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

LOCATION: GRANDE PRAIRIE

DESW	Duration	Job Title	Classification	Schedule
		Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs

- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 6	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- District Budget duties which would include forecasting, variance reports and manpower expenditures.
  - Liaising with human resources and payroll
  - Responsible for telephone and in person reception.
  - Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
  - Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
  - Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
  - Sort and distribute mail.
  - Administer and maintain systems to monitor budget control, purchases and vendor accounts.
  - Computer Site Coordinator for the office.
  - Data entry into ORCA (Offender Records and Correctional Administration) –electronic file
- Duties may include supervision:**
- Supervises Administrative Support position(s).
  - provides training, quality assurance and approves timesheets
  - Creation of administrative protocols to address changing needs.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

requirements.

- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support 3 position(s).
- Provides training to the office, quality assurance and approving timesheets.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: LETHBRIDGE**

DESW	Duration	Job Title	Classification	Schedule
		Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.



DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 5	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Supervision of staff:**

- Supervises Administrative Support 3 position(s).
- Providing support to the district, including training, quality assurance, approving timesheets and budget.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screening and directing calls, and taking messages for assigned officers.



- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and Distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: LLOYDMINISTER**

DESW	Duration	Job Title	Classification	Schedule
		Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
  - Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
  - Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
  - Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
  - Sort and distribute mail.
  - Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
  - Computer Site Coordinator for the office.
  - Data entry into ORCA (Offender Records and Correctional Administration) –electronic file
- Duties may include supervision:**
- Supervises Administrative Support 3 position(s).
  - Provides training to the office, quality assurance and approving timesheets.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screening and directing calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and Distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: MEDICINE HAT**

DESW	Duration	Job Title	Classification	Schedule
		Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screening and directing calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and Distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: OKOTOKS**

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**  
 See above changes to required number of DESW after a period of time.

**LOCATION OLDS**

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screening and directing calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and Distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: PEACE RIVER**

DESW	Duration	Job Title	Classification	Schedule
		Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal

requirements.

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support 3 position(s).
- Provides training to the office, quality assurance and approving timesheets.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

LOCATION: PINCHER CREEK

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support 3 position(s).
- Provides training to the office, quality assurance and approving timesheets.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: RED DEER**

DESW	Duration	Job Title	Classification	Schedule
		Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 6	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- District Budget duties which would include forecasting, variance reports and manpower expenditures.
- Liaising with human resources and payroll
- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support position(s).
- provides training, quality assurance and approves timesheets
- Creation of administrative protocols to address changing needs.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**



- Responsible for telephone and in person reception.
  - Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
  - Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
  - Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
  - Sort and distribute mail.
  - Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
  - Computer Site Coordinator for the office.
  - Data entry into ORCA (Offender Records and Correctional Administration) –electronic file
- Duties may include supervision:**
- Supervises Administrative Support 3 position(s).
  - Provides training to the office, quality assurance and approving timesheets.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screening and directing calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and Distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: ROCKY MOUNTAIN HOUSE**

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the

community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support 3 position(s).
- Provides training to the office, quality assurance and approving timesheets.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: SHERWOOD PARK**

DESW	Duration	Job Title	Classification	Schedule
		Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.

- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support 3 position(s).
- Provides training to the office, quality assurance and approving timesheets.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: SIKSIKA**

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screening and directing calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and Distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: SLAVE LAKE**

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
  - Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
  - Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
  - Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
  - Sort and distribute mail.
  - Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
  - Computer Site Coordinator for the office.
  - Data entry into ORCA (Offender Records and Correctional Administration) –electronic file
- Duties may include supervision:**
- Supervises Administrative Support 3 position(s).
  - Provides training to the office, quality assurance and approving timesheets.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: ST. PAUL**

DESW	Duration	Job Title	Classification	Schedule
		Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support 3 position(s).
- Provides training to the office, quality assurance and approving timesheets.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screening and directing calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and Distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: ST. ALBERT**

DESW	Duration	Job Title	Classification	Schedule
		Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support 3 position(s).
- Provides training to the office, quality assurance and approving timesheets.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.



LOCATION: STETTLER

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support 3 position(s).
- Provides training to the office, quality assurance and approving timesheets.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screening and directing calls, and taking messages for assigned officers.</li> <li>• As required, have clients fill out the applicable office reporting form.</li> <li>• Data entry into the Offender Records and Correctional Administration.</li> <li>• Sort and Distribute incoming and outgoing mail.</li> <li>• Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

**LOCATION: STONY PLAIN**

DESW	Duration	Job Title	Classification	Schedule
		Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Supervises probation officers and administrative support staff.</li> <li>• Attend to administrative requirements of all offices and sub-offices assigned.</li> <li>• Investigate and prepare factual reports under Adult offenders programs</li> <li>• Provide effective case management service.</li> <li>• Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.</li> </ul>				

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Investigates and prepares factual reports under adult offender programs.</li> <li>• Provide effective case management services</li> <li>• Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.</li> <li>• Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 6	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- District Budget duties which would include forecasting, variance reports and manpower expenditures.
- Liaising with human resources and payroll
- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support position(s).
- provides training, quality assurance and approves timesheets
- Creation of administrative protocols to address changing needs

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support 3 position(s).
- Provides training to the office, quality assurance and approving timesheets.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

LOCATION: STRATHMORE

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

LOCATION TABER

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

LOCATION VEGREVILLE

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the

community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support 3 position(s).
- Provides training to the office, quality assurance and approving timesheets.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: WESTLOCK**

DESW	Duration	Job Title	Classification	Schedule
		Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support 3 position(s).
- Provides training to the office, quality assurance and approving timesheets.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

**LOCATION: WETASKIWIN**

DESW	Duration	Job Title	Classification	Schedule
		Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW	Duration	Job Title	Classification	Schedule
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		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Investigates and prepares factual reports under adult offender programs.</li> <li>• Provide effective case management services</li> <li>• Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.</li> <li>• Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Responsible for telephone and in person reception.</li> <li>• Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.</li> <li>• Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.</li> <li>• Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.</li> <li>• Sort and distribute mail.</li> <li>• Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.</li> <li>• Computer Site Coordinator for the office.</li> <li>• Data entry into ORCA (Offender Records and Correctional Administration) –electronic file</li> </ul> <p><b>Duties may include supervision:</b></p> <ul style="list-style-type: none"> <li>• Supervises Administrative Support 3 position(s).</li> <li>• Provides training to the office, quality assurance and approving timesheets.</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time.				

**LOCATION: WHITECOURT**

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Investigates and prepares factual reports under adult offender programs.</li> <li>• Provide effective case management services</li> <li>• Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal</li> </ul>				



requirements.

- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support 3 position(s).
- Provides training to the office, quality assurance and approving timesheets.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

PROGRAM: YOUNG  
OFFENDERS

LOCATION: EDMONTON YOUTH ATTENDANCE CENTRE

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services.*	[REDACTED]
Total number of capable and qualified opted out & excluded staff to perform essential services.	[REDACTED]
Total number of bargaining unit members required fulfill Designated Essential Service Worker (DESW) positions during essential services operations.	[REDACTED]
Total number required to support the essential service operations.	[REDACTED]

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

DESW	Schedule	Job Title	Classification
[REDACTED]	[REDACTED]	Correctional Service Worker	Correctional Service Worker (CSW) 1-2
[REDACTED]	[REDACTED]		
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Administration/supervision of community sentences – Extrajudicial Sanctions; Attendance Orders; Community Service Orders; Pre-Trial Supervision; Probation.</li> <li>• Administration of the Fine Option Program.</li> <li>• Curfew compliance supervision.</li> </ul> Providing reports of non-compliance to appropriate authorities.			
<b>Foreseeable Changes</b>			
After the first 72 hours of a strike or lockout both parties will review the number of DESW's required.			

DESW	Schedule	Job Title	Classification
[REDACTED]	[REDACTED]	Correctional Peace Officer	Correctional Peace Officer 1-2
[REDACTED]	[REDACTED]		
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Administration of community service work programs.</li> <li>• Curfew compliance supervision.</li> <li>• Providing reports of non-compliance to appropriate authorities.</li> <li>• Supervision of rehabilitative programs for youth offenders.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Administrative Support	Administrative Support 4	8:15-4:30 pm Monday - Friday
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for telephone and in person reception.</li> <li>• Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.</li> <li>• Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.</li> <li>• Maintain offender files pursuant to guidelines.</li> <li>• Sort and distribute mail.</li> <li>• Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.</li> <li>• Computer Site Coordinator for the office.</li> <li>• Data entry into ORCA (Offender Records and Correctional Administration) –electronic file</li> </ul>			
<b>Duties may include supervision:</b>			
<ul style="list-style-type: none"> <li>• Supervises Administrative Support 3 position(s).</li> <li>• Provides training to the office, quality assurance and approving timesheets.</li> </ul>			

LOCATION: CALGARY YOUTH ATTENDANCE CENTRE

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	██████
Total number of capable and qualified opted out & excluded staff to perform essential services.	██████
Total number of bargaining unit members required fulfill Designated Essential Service Worker (DESW) positions during essential services operations.	██████████████
Total number required to support the essential service operations.	██████

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

DESW	Schedule	Job Title	Classification
██████	Monday to Friday 8:15am -4:30 pm	Correctional Service Worker	Correctional Service Worker (CSW) 1-2
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Administration/supervision of community sentences – Extrajudicial Sanctions; Attendance Orders; Community Service Orders; Pre-Trial Supervision; Probation.</li> </ul>			

DESW	Schedule	Job Title	Classification
		Correctional Service Worker	Correctional Service Worker (CSW) 1-2
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Administration/supervision of community sentences – Extrajudicial Sanctions; Attendance Orders; Community Service Orders; Pre-Trial Supervision; Probation</li> <li>• Administration of the Fine Option Program</li> <li>• Curfew compliance supervision</li> <li>• Providing reports of non-compliance to appropriate authorities</li> <li>• Supervision of rehabilitative programs for youth offenders</li> </ul>			
<b>Foreseeable Changes</b>			
After the first 72 hours of a strike or lockout both parties will review the number of DESW's required.			

DESW	Schedule	Job Title	Classification
		Correctional Peace Officer	Correctional Peace Officer (CPO) 1-2
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Administration of community service work programs.</li> <li>• Curfew compliance supervision.</li> <li>• Providing reports of non-compliance to appropriate authorities</li> <li>• Supervision of rehabilitative programs for youth offenders.</li> </ul>			

DESW	Schedule	Job Title	Classification
		Administrative Support	Administrative Support-04
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for telephone and in person reception.</li> <li>• Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.</li> <li>• Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.</li> <li>• Maintain offender files pursuant to guidelines.</li> <li>• Sort and distribute mail.</li> <li>• Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.</li> <li>• Computer Site Coordinator for the office.</li> <li>• Data entry into ORCA (Offender Records and Correctional Administration) –electronic file</li> </ul> <p><b>Duties may include supervision:</b></p> <ul style="list-style-type: none"> <li>• Supervises Administrative Support 3 position(s).</li> <li>• Provides training to the office, quality assurance and approving timesheets.</li> </ul>			

LOCATION: EDMONTON YOUNG OFFENDER CENTRE

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	[REDACTED]
Total number of capable and qualified opted out & excluded staff to perform essential services.	[REDACTED]
Total number of bargaining unit members required fulfill Designated Essential Service Worker (DESW) positions during essential services operations.	[REDACTED]
Total number required to support the essential service operations.	[REDACTED]

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

DESW	Schedule	Job Title	Classification
[REDACTED]	[REDACTED]	Correctional Peace Officer	Correctional Peace Officer (CPO) 1-2
<b>Essential Services Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provision of safe and secure custody for general operations</li> <li>• Response to emergency situations</li> <li>• Provision of facilitation and support of health care delivery</li> <li>• Facilitation and support of meal delivery</li> <li>• Overall monitoring of security across all structural dimensions of the facility, both within and outside of the security envelope.</li> </ul>			
<b>Foreseeable Changes</b>			
<ul style="list-style-type: none"> <li>• Hospital supervision of young offenders admitted to outside hospital.</li> </ul>			
<b>Emergency Triggers</b>			
<ul style="list-style-type: none"> <li>• Young Offender Disturbance</li> <li>• Riot</li> <li>• Fire/Evacuation</li> <li>• Hostage Taking</li> </ul>			

DESW	Schedule	Job Title	Classification
[REDACTED]	[REDACTED]	Correctional Peace Officer	Correctional Peace Officer 3
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Performs and oversees administrative responsibilities to ensure good order in the operational routine and function of the Young Offender centre.</li> <li>• Performs models and oversees a variety of security and offender young offender supervision functions designed to ensure care, control and custody of young offenders.</li> </ul>			

DESW	Schedule	Job Title	Classification
		Correctional Service Worker	Correctional Service Worker(CSW) 3

#### Essential Service Work Functions

- Supervises staff to ensure appropriate professional development and training needs, as well as performance goals and standards are maintained
- Performs and oversees administrative responsibilities to ensure good order in the operational routine and function of the unit and centre
- Performs, models and oversees a variety of security and young offender supervision functions designed to ensure the care, custody and control of young offenders.
- Provides support to programs and identifies program needs to ensure young offenders' behaviours and issues are addressed.
- Monitors the development and implementation of case and transition/reintegration plans to ensure young offenders are provided with opportunities to address offending behaviour patterns and/or issues.

DESW	Schedule	Job Title	Classification
		Correctional Service Worker	Correctional Service Worker(CSW) 1-2

#### Essential Service Work Functions

- Performs a variety of security and young offender supervision functions designed to ensure the care, custody and control of young offenders to prevent breaches of security, disturbances and other emergency situations
- Maintains effective young offender relations to promote positive behaviours and to alleviate tensions
- Classifies and places young offenders to ensure appropriate and safe housing of young offenders
- Develops case and transition/reintegration plans to provide opportunities for young offenders to address offending behaviour patterns and/or issues
- Participates in the administration of the unit and centre to ensure good order in the operation routine and function.

DESW	Schedule	Job Title	Classification
	Monday to Friday	Chief Sentence Administration	Administration 1

#### Essential Service Work Functions

- Based on sentence management policy and procedures provide advice and information to the public, crown prosecutors, other justice stakeholders and young offenders.
- Performs and oversees sentence administration unit to ensure good order in the operational routine of the sentence administration area Coordinates Inter-provincial transfers of prisoners for the South Region of Alberta.
- Provide legal interpretation, as well as direction on sentence calculations to ensure proper detention and appropriate release of young offenders.
- Provides direct sentence administration support.
- Designated as the Centre Administrator of the "Freedom of Information and Protection of Privacy Act"
- Designated as the CPIC, LRA (Local Registration Authority) for the Centre and ensuring implementation
- Provides Statistical Data as required by the Provincial Placement Authority
- Site Coordinator for IT (Information Technology)

<b>Terms and Conditions</b>				
<ul style="list-style-type: none"> <li>Scheduled hours of work have been adjusted to ensure appropriate coverage to meet operational requirements.</li> </ul>				

DESW	Schedule	Job Title	Classification
█	Monday to Friday 8:15am-4:30 pm	Business Office Manager	Administration 2

<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Purchasing of supplies and services to ensure normal centre operations occurs.</li> <li>Ensuring young offenders are fed, clothed and receive hygiene items</li> <li>Ensure purchases and contracts are paid as required.</li> </ul>				

DESW	Duration	Schedule	Job Title	Classification
█	█	Monday to Friday	Sentence Administration	Administrative Support-04
█	█	█		

<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Based on sentence management policy and procedures provide advice and information to the public, crown prosecutors, other justice stakeholders and young offenders.</li> <li>Provide effective warrant and sentence administration services to ensure legal detention/release of offenders</li> <li>Record, database processing and management functions</li> <li>Provide Computer Support</li> <li>IRIS (Inactive Records Information System)</li> </ul>				

<b>Terms and Conditions</b>				
<ul style="list-style-type: none"> <li>Scheduled hours of work have been adjusted to ensure appropriate coverage to meet operational requirements.</li> </ul>				

DESW	Duration	Schedule	Job Title	Classification
█	█	Monday to Friday 8:15am - 4:30pm	Stock keeper	Operational Services 2
█	█			

<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Ensuring there is sufficient supplies available.</li> </ul>				

DESW	Duration	Schedule	Job Title	Classification
█	█	Monday to Friday 8:15am - 4:30pm	Accounts Administrator	Administrative Support 4
█	█			

<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Administration of inmate accounts and the inmate welfare fund.</li> </ul>				



DESW	Duration	Job Title	Classification	Schedule
		Administrative	Administrative	Monday to Friday 8:15am-4:30pm
		Support	Support 4	

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support 3 position(s).
- provides training to the office, quality assurance and approving timesheets

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative	Administrative	Monday to Friday 8:15am-4:30pm
		Support	Support 3	

**Essential Service Work Functions**

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screening and directing calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and Distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

LOCATION: HIGH LEVEL

DESW	Duration	Job Title	Classification	Schedule
		Senior Probation	Correctional	Monday to Friday 8:15am-4:30pm
		Officer	Service Worker (CSW) 3	

**Essential Service Work Functions**

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support 3 position(s).
- Provides training to the office, quality assurance and approving timesheets.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

LOCATION: HIGH PRAIRIE

DESW	Duration	Job Title	Classification	Schedule
		Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.

- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support 3 position(s).
- Provides training to the office, quality assurance and approving timesheets.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

LOCATION: HIGH RIVER

DESW	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time. Office closed first week of a strike or lockout.

LOCATION: HINTON

DESW	Duration	Job Title	Classification	Schedule
█	█	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

**Essential Service Work Functions**

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal

requirements.

- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
████	████	Administrative	Administrative	Monday to Friday 8:15am-4:30pm
████	████	Support	Support 4	
████	████			

**Essential Service Work Functions**

- Responsible for telephone and in person reception.
- Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

**Duties may include supervision:**

- Supervises Administrative Support 3 position(s).
- Provides training to the office, quality assurance and approving timesheets.

**Foreseeable changes**

See above changes to required number of DESW after a period of time.

LOCATION: LAC LA BICHE

DESW	Duration	Job Title	Classification	Schedule
████	████	Probation Officer	Correctional	Monday to Friday 8:15am-4:30pm
████	████		Service	
████	████		Worker (CSW) 1-2	

**Essential Service Work Functions**

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

**Foreseeable changes**

See above changes to required number of DESW after a period of time. Office closed week 1 of a strike or lockout.

DESW	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Responsible for telephone and in person reception.</li> <li>Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.</li> <li>Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.</li> <li>Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from justice partners and stakeholders maintained on each offender file pursuant to guidelines.</li> <li>Sort and distribute mail.</li> <li>Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.</li> <li>Computer Site Coordinator for the office.</li> <li>Data entry into ORCA (Offender Records and Correctional Administration) –electronic file</li> </ul> <p><b>Duties may include supervision:</b></p> <ul style="list-style-type: none"> <li>Supervises Administrative Support 3 position(s).</li> <li>Provides training to the office, quality assurance and approving timesheets.</li> </ul>				
<b>Foreseeable changes</b>				
See above changes to required number of DESW after a period of time. Office closed week 1 of a strike or lockout.				

LOCATION: LEDUC

DESW	Duration	Job Title	Classification	Schedule
		Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Supervises probation officers and administrative support staff.</li> <li>Attend to administrative requirements of all offices and sub-offices assigned.</li> <li>Investigate and prepare factual reports under Adult offenders programs</li> <li>Provide effective case management service.</li> <li>Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.</li> </ul>				

DESW	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Investigates and prepares factual reports under adult offender programs.</li> <li>Provide effective case management services</li> <li>Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal</li> </ul>				



**LOCATION: CALGARY YOUNG OFFENDER CENTRE**

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>
Total number of capable and qualified managers to perform essential services.	[REDACTED]
Total number of capable and qualified opted out & excluded staff to perform essential services.	[REDACTED]
Total number of bargaining unit members required fulfill Designated Essential Service Worker (DESW) positions during essential services operations.	[REDACTED]
Total number required to support the essential service operations	[REDACTED]

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

<b>DESW</b>	<b>Schedule</b>	<b>Job Title</b>	<b>Classification</b>
[REDACTED]	[REDACTED]	Correctional Peace Officer	CPO 1-2
[REDACTED]	[REDACTED]		

**Essential Services Work Functions**

- Provision of safe and secure custody for general operations
- Response to emergency situations
- Provision of facilitation and support of health care delivery
- Facilitation and support of meal delivery
- Overall monitoring of security across all structural dimensions of the facility, both within and outside of the security envelope.

**Foreseeable Changes**

- Hospital supervision of young offender admitted to outside hospital.

**Emergency Triggers**

- Young Offender Disturbance
- Riot
- Fire/Evacuation
- Hostage Taking

<b>DESW</b>	<b>Schedule</b>	<b>Job Title</b>	<b>Classification</b>
[REDACTED]	[REDACTED]	Correctional Peace Officer	Correctional Peace Officer 3

**Essential Service Work Functions**

- Performs and oversees administrative responsibilities to ensure good order in the operational routine and function of the Young Offender centre.
- Performs models and oversees a variety of security and offender young offender supervision functions designed to ensure care, control and custody of young offenders.



DESW	Schedule	Job Title	Classification
		Correctional Service Worker	Correctional Service Worker(CSW) 3

#### Essential Service Work Functions

- Supervises staff to ensure appropriate professional development and training needs, as well as performance goals and standards are maintained
- Performs and oversees administrative responsibilities to ensure good order in the operational routine and function of the unit and centre
- Performs, models and oversees a variety of security and young offender supervision functions designed to ensure the care, custody and control of young offenders.
- Provides support to programs and identifies program needs to ensure young offenders' behaviours and issues are addressed.
- Monitors the development and implementation of case and transition/reintegration plans to ensure young offenders are provided with opportunities to address offending behaviour patterns and/or issues.

DESW	Schedule	Job Title	Classification
		Correctional Service Worker	Correctional Service Worker(CSW) 1-2

#### Essential Service Work Functions

- Performs a variety of security and young offender supervision functions designed to ensure the care, custody and control of young offenders to prevent breaches of security, disturbances and other emergency situations
- Maintains effective young offender relations to promote positive behaviours and to alleviate tensions
- Classifies and places young offenders to ensure appropriate and safe housing of young offenders
- Develops case and transition/reintegration plans to provide opportunities for young offenders to address offending behaviour patterns and/or issues
- Participates in the administration of the unit and centre to ensure good order in the operation routine and function.

DESW	Schedule	Job Title	Classification
	Monday to Friday 6:45 am-3:00 pm	Chief Sentence Administration	Administration 1

#### Essential Service Work Functions

- Based on sentence management policy and procedures provide advice and information to the public, crown prosecutors, other justice stakeholders and young offenders.
- Performs and oversees sentence administration unit to ensure good order in the operational routine of the sentence administration area Coordinates Inter-provincial transfers of prisoners for the South Region of Alberta.
- Provide legal interpretation, as well as direction on sentence calculations to ensure proper detention and appropriate release of young offenders.
- Provides direct sentence administration support.
- Designated as the Centre Administrator of the "Freedom of Information and Protection of Privacy Act"
- Designated as the CPIC, LRA (Local Registration Authority) for the Centre and ensuring implementation
- Provides Statistical Data as required by the Provincial Placement Authority
- Site Coordinator for IT (Information Technology)

<b>Terms and Conditions</b>			
<ul style="list-style-type: none"> <li>Scheduled hours of work have been adjusted to ensure appropriate coverage to meet operational requirements.</li> </ul>			

DESW	Schedule	Job Title	Classification
	Monday to Friday 8:15am-4:30 pm	Business Office Manager	Administration 2

<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Purchasing of supplies and services to ensure normal centre operations occurs.</li> <li>Ensuring young offenders are fed, clothed and receive hygiene items</li> <li>Ensure purchases and contracts are paid as required.</li> </ul>			

DESW	Duration	Schedule	Job Title	Classification
		Monday to Friday 9:45am - 6pm	Sentence Administration	Administrative Support 5

<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Based on sentence management policy and procedures provide advice and information to the public, crown prosecutors, other justice stakeholders and young offenders.</li> <li>Provide effective warrant and sentence administration services to ensure legal detention/release of offenders</li> <li>Record, database processing and management functions</li> <li>Provide Computer Support</li> <li>IRIS (Inactive Records Information System)</li> </ul>				

<b>Terms and Conditions</b>				
<ul style="list-style-type: none"> <li>Scheduled hours of work have been adjusted to ensure appropriate coverage to meet operational requirements.</li> </ul>				

DESW	Duration	Schedule	Job Title	Classification
		Monday to Friday 9:45am - 6pm	Accounts Administrator	Administrative Support 4

<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Administration of young offender accounts and the Inmate Welfare Fund.</li> </ul>				

DESW	Duration	Schedule	Job Title	Classification
		Monday to Friday 8:15am - 4:30pm	Stores Clerk	Operational Services 2

<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Ensure that deliveries are received accordingly and that units receive adequate supplies. This encompasses hygiene products, clothing and cleaning products.</li> <li>Ensure proper handling of young offender property upon admission and release.</li> </ul>				

**LOCATION: EDMONTON NORTH YOUTH PROBATION OFFICE**

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>
Total number of capable and qualified managers to perform essential services.*	
Total number of capable and qualified opted out & excluded staff to perform essential services.	
Total number of bargaining unit members required fulfill Designated Essential Service Worker (DESW) positions during essential services operations.	
Total number required to support the essential service operations.	

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

<b>DESW</b>	<b>Schedule</b>	<b>Job Title</b>	<b>Classification</b>
	Monday to Friday 8:15am- 4:30pm	Senior Probation Officer	Correctional Services Worker(CSW) 3
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervises probation officers and administrative support staff.</li> <li>• Attend to administrative requirements of all offices and sub-offices assigned.</li> <li>• Investigate and prepare factual reports under young offenders programs</li> <li>• Provide effective case management service.</li> <li>• Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.</li> </ul>			

<b>DESW</b>	<b>Schedule</b>	<b>Job Title</b>	<b>Classification</b>
	Monday to Friday 8:15am-4:30pm	Probation Officer	Correctional Services Worker(CSW)1-2
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Investigates and prepares factual reports under young offender programs.</li> <li>• Provide effective case management services</li> <li>• Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.</li> <li>• Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.</li> <li>• Liaise with Court system; Court clerk's office, Crown and judges to share required information.</li> </ul>			

DESW	Schedule	Job Title	Classification
	Monday to Friday 8:15am-4:30pm	Administrative Support	Administrative Support 4
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for telephone and in person reception.</li> <li>• Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.</li> <li>• Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.</li> <li>• Maintain offender files pursuant to guidelines.</li> <li>• Sort and distribute mail.</li> <li>• Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.</li> <li>• Computer Site Coordinator for the office.</li> <li>• Data entry into ORCA (Offender Records and Correctional Administration) –electronic file</li> </ul>			
<b>Supervision of staff:</b>			
<ul style="list-style-type: none"> <li>• Supervises Administrative Support 3 position(s).</li> <li>• Providing support to the district, including training, quality assurance, approving timesheets and budget.</li> </ul>			

**LOCATION: EDMONTON SOUTH YOUTH PROBATION OFFICE**

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services.*	
Total number of capable and qualified opted out & excluded staff to perform essential services.	
Total number of bargaining unit members required fulfill Designated Essential Service Worker (DESW) positions during essential services operations.	
Total number required to support the essential service operations.	

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

DESW	Schedule	Job Title	Classification
	Monday to Friday 8:15am- 4:30pm	Senior Probation Officer	Correctional Services Worker(CSW) 3
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervises probation officers and administrative support staff.</li> <li>• Attend to administrative requirements of all offices and sub-offices assigned.</li> <li>• Investigate and prepare factual reports under young offenders programs</li> <li>• Provide effective case management service.</li> <li>• Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.</li> </ul>			

DESW	Schedule	Job Title	Classification
█	█	Probation Officer	Correctional Services Worker(CSW)1-2
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Investigates and prepares factual reports under young offender programs.</li> <li>• Provide effective case management services</li> <li>• Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.</li> <li>• Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.</li> <li>• Liaise with Court system; Court clerk's office, Crown and judges to share required information.</li> </ul>			

DESW	Schedule	Job Title	Classification
█	Monday to Friday 8:15am-4:30pm	Administrative Support	Administrative Support 4
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Responsible for telephone and in person reception.</li> <li>• Prepare a variety of time sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.</li> <li>• Liaise with service providers (i.e. Xerox, Pitney Bowes, and Telus) to request service and resolve issues.</li> <li>• Maintain offender files pursuant to guidelines.</li> <li>• Sort and distribute mail.</li> <li>• Administer and maintain systems to monitor budget control, purchases and vendor accounts. Entering timesheets.</li> <li>• Computer Site Coordinator for the office.</li> <li>• Data entry into ORCA (Offender Records and Correctional Administration) –electronic file</li> </ul> <p><b>Supervision of staff:</b></p> <ul style="list-style-type: none"> <li>• Supervises Administrative Support 3 position(s).</li> <li>• Providing support to the district, including training, quality assurance, approving timesheets and budget.</li> </ul>			

**PROGRAM: STRATEGIC SERVICES**

**LOCATION: EDMONTON**

DESW	Schedule	Job Title	Classification
█	Monday to Friday 8:15am-4:30 pm	Program Services	Program Services 4
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide provincial support to the operation branches of Correctional Services Division</li> <li>• Ensure offender records database, ORCA (Offenders records and Correctional Administration, contains accurate, meaningful, data</li> <li>• Troubleshoot problems within the system which can have a significant effect on the safe and secure operations of correctional centres.</li> </ul> <p><b>Foreseeable Changes:</b></p> <ul style="list-style-type: none"> <li>• A second DESW may be required if the volume of support request tickets increased substantially.</li> </ul>			



**Division: Justice Services**

**PROGRAM: OFFICE OF PUBLIC GUARDIANSHIP AND PUBLIC TRUSTEE**

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>
Total number of capable and qualified <b>managers</b> to perform essential service.	11*
Total number of DESW positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b> .	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations.	25
Total number required to support the essential service operations.	<b>36</b>

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: JOHN E. BROWNLEE BUILDING**

Address: 4th Floor, Edmonton 10365 - 97 Street NW

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
7	Financial Specialist	Finance 1	Monday to Friday 8:15 am – 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Maintain Public Trustee banking operations</li> <li>• Receive manual payments and electronic funds transfer (EFT) deposits on behalf of clients and issue authorized payments</li> </ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Accounts receivable - Financial Clerk	Administrative Support 5	Monday to Friday 8:15 am – 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Maintain Public Trustee banking operations</li> <li>• Receive manual payments and electronic funds transfer (EFT) deposits on behalf of clients and issue authorized payments</li> </ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
2	Public Trustee Representative	Finance 3	Monday to Friday 8:15 am – 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Respond to crisis client situations – represented adults and minors</li> <li>• Authorize and maintain payments for necessities of life for represented adults and minors</li> <li>• Emergency intake for represented adults and for deceased estates</li> <li>• Respond to requests to assist with burial of deceased persons with no family.</li> <li>• Allow access to Office of Public Guardianship and Public Trustee</li> </ul>			

**LOCATION: 108 STREET BUILDING**  
**Address: 4th floor, 9942 – 108 Street NW Edmonton, AB**

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
3	Public Guardian Representative	Human Services Worker 5	24/7

**Essential Service Work Functions**

- Supporting clients through crisis situations
- Emergency healthcare decisions, including End of care plans, treatment decisions, consents, etc.
- Urgent placement decisions for Represented Adults who are deemed to be at risk at their current placement
- Complaints received under the Adult Guardianship and Trusteeship Act and Personal Directives Act
- Guardianship Services After hours crisis line
- Intake (emergency)
- Treatment decisions for acutely ill represented adults when the physician is unwilling or Maker unable to use emergency health care.
- Clients missing from their residence

**LOCATION: NORTH (1 MAIN, 5 SUB OFFICES)**  
**Addresses: Box 409 #318 – 5025 – 49 Avenue St. Paul, AB (main)**  
**3rd floor, 214 Place South 10130 – 99 Avenue Grand Prairie, AB (sub)**  
**Bag 900-27 1st Floor, Midwest Building 9715 – 100 Street Peace River, AB (sub)**  
**11304 – 99 Street Westlock, AB (sub)**  
**5121 – 49 Street Vegreville, AB (sub)**  
**8th Floor, Provincial Building 9915 Franklin Avenue Fort McMurray, AB (sub)**

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Public Guardian Representative	Human Services Worker 5	24/7

**Essential Service Work Functions**

- Supporting clients through crisis situations.
- Emergency healthcare decisions, including End of care plans, treatment decisions, consents, etc.
- Urgent placement decisions for Represented Adults who are deemed to be at risk at their current placement.
- Complaints received under the Adult Guardianship and Trusteeship Act and Personal Directives Act.
- Guardianship Services After hours crisis line.
- Intake (emergency).
- Treatment decisions for acutely ill represented adults when the physician is unwilling or Maker unable to use emergency health care.
- Clients missing from their residence.

**LOCATION: 900 BARCLAY CENTRE**  
**Address: 444 – 7 avenue SW Calgary, AB**

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Accounts receivable - Financial Clerk	Administrative Support 5	Monday to Friday 8:15 am – 4:30 pm

**Essential Service Work Functions**

- Maintain Public Trustee banking operations.
- Receive manual payments and electronic funds transfer (EFT) deposits on behalf of clients and issue



authorized payments.

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Input/Output control (& Recurring) - Financial Clerk	Administrative Support 5	Monday to Friday 8:15 am – 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"><li>• Maintain Public Trustee banking operations.</li><li>• Receive manual payments and electronic funds transfer (EFT) deposits on behalf of clients and issue authorized payments.</li></ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
2	Financial Specialist	Finance 1	Monday to Friday 8:15 am – 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"><li>• Maintain Public Trustee banking operations.</li><li>• Receive manual payments and electronic funds transfer (EFT) deposits on behalf of clients and issue authorized payments.</li></ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Public Trustee Representative	Finance 3	Monday to Friday 8:15 am – 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"><li>• Respond to crisis client situations – represented adults and minors.</li><li>• Authorize and maintain payments for necessities of life for represented adults and minors.</li><li>• Emergency intake for represented adults and for deceased estates.</li><li>• Respond to requests to assist with burial of deceased persons with no family.</li><li>• Allow access to Office of Public Guardianship and Public Trustee</li></ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
2	Public Guardian Representative	Human Services Worker 5	24/7
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"><li>• Supporting clients through crisis situations.</li><li>• Emergency healthcare decisions, including end of care plans, treatment decisions, consents, etc.</li><li>• Urgent placement decisions for Represented Adults who are deemed to be at risk at their current placement.</li><li>• Complaints received under the Adult Guardianship and Trusteeship Act and Personal Directives Act.</li><li>• Guardianship Services After hours crisis line.</li><li>• Intake (emergency).</li><li>• Treatment decisions for acutely ill represented adults when the physician is unwilling or Maker unable to use emergency health care.</li><li>• Clients missing from their residence.</li></ul>			

**LOCATION: SOUTH (1 MAIN, 1 SUB)**

Addresses: 500 Professional Building 740 – 4th Avenue South Lethbridge, AB (main)  
Room 107, Provincial Building 740 – 4th Avenue South Lethbridge, AB (sub)

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Public Guardian Representative	Human Services Worker 5	24/7
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"><li>• Supporting clients through crisis situations.</li><li>• Emergency healthcare decisions, including end of care plans, treatment decisions, consents, etc.</li><li>• Urgent placement decisions for Represented Adults who are deemed to be at risk at their current placement.</li><li>• Complaints received under the Adult Guardianship and Trusteeship Act and Personal Directives Act.</li><li>• Guardianship Services After hours crisis line.</li><li>• Intake (emergency).</li><li>• Treatment decisions for acutely ill represented adults when the physician is unwilling or Maker unable to use emergency health care.</li><li>• Clients missing from their residence.</li></ul>			

**LOCATION: RED DEER PROVINCIAL BUILDING**

Address: Central Room 203, 4920 – 51 Street Red Deer, AB

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Public Trustee Representative	Finance 3	Monday to Friday 8:15 am – 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"><li>• Respond to crisis client situations – represented adults and minors</li><li>• Authorize and maintain payments for necessities of life for represented adults and minors</li><li>• Emergency intake for represented adults and for deceased estates</li><li>• Respond to requests to assist with burial of deceased persons with no family.</li><li>• Allow access to Office of Public Guardianship and Public Trustee</li></ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
2	Public Guardian Representative	Human Services Worker 5	24/7
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"><li>• Supporting clients through crisis situations.</li><li>• Emergency healthcare decisions, including End of care plans, treatment decisions, consents, etc.</li><li>• Urgent placement decisions for Represented Adults who are deemed to be at risk at their current placement.</li><li>• Complaints received under the Adult Guardianship and Trusteeship Act and Personal Directives Act.</li><li>• Guardianship Services After hours crisis line.</li><li>• Intake (emergency).</li><li>• Treatment decisions for acutely ill represented adults when the physician is unwilling or Maker unable to use emergency health care.</li><li>• Clients missing from their residence.</li></ul>			

**PROGRAM: OFFICE OF CHIEF MEDICAL OFFICE**

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>
Total number of capable and qualified <b>managers</b> to perform essential service.	10
Total number of DESW positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	1
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	20
<b>Total number required to support the essential service operations</b>	<b>32</b>

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: EDMONTON  
Address: 7007 116 Street NW, Edmonton, AB

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
3*	Forensic Pathology Technician/ Team Lead	Technologies 4 or 5	Monday to Friday 8:15 am – 4:30 pm

**Essential Service Work Functions**

- Safe logging in, storage and processing (post mortem examination) of decedents.
- Collect toxicology and histology specimens.
- Assisting Medical Examiners on autopsies.
- Assisting Medical Examiners with physical examination of bodies.
- Releasing bodies and personal effects to body transportation providers.

\* NOTE: DESW can be all team leads, all technicians, or a mixture of the two

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
6*	Death Investigators/ Team Lead	Medical and Health 2 or 3	24/7 operation rotating shift schedule. Shift times: 0730-1545, 1500-2315

**Essential Service Work Functions**

- Responsive and coordinated provision of death investigation services
- Coordination of processing of new cases including transporting bodies from the scenes of death to safe holding facilities or direct to the Office of Chief Medical Examiner site offices.
- Data entry into the IT system MEDIC
- Outside communication with stakeholders that include next of kin, transportation companies and funeral homes and emergency services.

\* NOTE: DESW can be all team leads, all technicians, or a mixture of the two

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Information Technology Officer	Program Services 4	Monday to Friday 8:15 am – 4:30 pm

**Essential Service Work Functions**

- Deliver reliable information Technology Support Services required to support the essential services of the Office of the Chief Medical Examiner.
- Resolution of day to day technical issues including the MEDIC system and/or relevant facility management.

- Promote and support data integrity.

LOCATION: CALGARY  
Address: 4070 Bowness Road NW, Calgary, AB

DESW	Job Title	Classification	Schedule
3*	Forensic Pathology Technician/ Team Lead	Technologies 4 or 5	Monday to Friday 8:15 am – 4:30 pm

Essential Service Work Functions			
<ul style="list-style-type: none"> <li>Safe logging in, storage and processing (post mortem examination) of decedents.</li> <li>Collect toxicology and histology specimens.</li> <li>Assisting Medical Examiners on autopsies.</li> <li>Assisting Medical Examiners with physical examination of bodies.</li> <li>Releasing bodies and personal effects to body transportation providers.</li> </ul>			

\* NOTE: DESW can be all team leads, all technicians, or a mixture of the two

DESW	Job Title	Classification	Schedule
7*	Death Investigators/ Team Lead	Medical and Health 2 or 3	24/7 operation rotating shift schedule. Saturday/Sunday Shift times: 0730-1515, 1500-2315 Monday to Friday times: 2215-0600, 0600-1415, 0700-1515, 0800-1615, 0900-1715, 1400-2215

Essential Service Work Functions			
<ul style="list-style-type: none"> <li>Responsive and coordinated provision of death investigation services</li> <li>Coordination of processing of new cases including transporting bodies from the scenes of death to safe holding facilities or direct to the Office of Chief Medical Examiner site offices.</li> <li>Data entry into the IT system MEDIC</li> <li>Outside communication with stakeholders that include next of kin, transportation companies and funeral homes and emergency services.</li> </ul>			

\* NOTE: DESW can be all team leads, all technicians, or a mixture of the two

**PROGRAM: FAMILY SUPPORT ORDER SERVICES**

<b>ESSENTIAL SERVICE REQUIREMENTS</b>	<b>TOTAL</b>
Total number of capable and qualified managers to perform essential service.	15
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	35
<b>Total number required to support the essential service operations</b>	<b>50</b>

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: EDMONTON - JOHN E. BROWNLEE BUILDING**  
Address: 10365 97 Street

<b>DESW</b>	<b>Duration</b>	<b>Schedule</b>	<b>Job Title</b>	<b>Classification</b>
10	First 72 hours	Monday to Friday 8:15 am-4:30pm	Collection Officer	Administrative Support 6
15 on site/ 5 on-call	After 72 hours	Monday to Friday 8:15 am-4:30 pm		

**Essential Service Work Functions**

- Utilize MIMS and MOVES - application of the collection progression.
- Make decisions on files to guard against, and remove inappropriate enforcement.
- Deal with court applications.
- Respond to FPT matters.
- Apply or remove enforcement.

<b>DESW</b>	<b>Schedule</b>	<b>Job Title</b>	<b>Classification</b>
2	Monday to Friday 8:00 am-4:15pm	Rev Ops Team Lead	Program Services 3

**Essential Service Work Functions**

- Process payments received and maintain the financial link.
- Ensure segregation of duties a financial and accounting principle necessary for appropriate transparency and protection of client funds and information.

<b>DESW</b>	<b>Schedule</b>	<b>Job Title</b>	<b>Classification</b>
4	Monday - Friday 7:15 am - 3:30 pm	Rev Ops Fin Agents	Administrative Support 5
4	Monday - Friday 8:00 am - 4:15 pm		

**Essential Service Work Functions**

- Process payments received and maintain the financial link.

DESW	Schedule	Job Title	Classification
5	Monday – Friday 8:15 am – 4:30 pm	Collection Support	Administrative Support-4
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Process payments received and maintain the financial link.</li> <li>• Ensure segregation of duties a financial and accounting principle necessary for appropriate transparency and protection of client funds and information.</li> </ul>			

**Division: Public Security Division**

**PROGRAM: FISH AND WILDLIFE**

ESSENTIAL SERVICE REQUIREMENTS	TOTAL
Total number of capable and qualified <b>managers</b> to perform essential service.	17
Total number of DESW positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	4
Total number required to support the essential service operations	21

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: NORTHWEST REGION**

Address: Grande Prairie office

Note: The Regional Problem Wildlife Specialist has an office located in Grande Prairie but is expected to perform his duties anywhere in his region.

DESW	Job Title	Classification	Schedule
1	Regional Problem Wildlife Specialist	Natural Resources 7	5 days on 2 days off (7.25 hrs)
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Response to and investigation of protection of life occurrences involving human-wildlife conflicts.</li> <li>• Response to and control of large ungulates in urban populated areas that pose a serious and significant public safety hazard.</li> </ul>			
<b>Emergency Triggers</b>			
<ul style="list-style-type: none"> <li>• If more protection of life responses then certified Predator Response Team Leaders may be required for call out. After 1-3 weeks a predator response team (4 specialist team leaders) would need to be placed on standby or on-call.</li> <li>• Predator Response Team (PRT) members are situated in various locations across the province. These members would be responsible for supporting the Regional Problem Wildlife Specialist and providing backup during extended work stoppages or should workload (calls for service) become an issue.</li> <li>• One forensic biologist may also be required for call out if a DNA analysis is required on a file</li> </ul>			



**LOCATION: NORTHEAST REGION**

Address: Barrhead

Note: The Regional Problem Wildlife Specialist has an office located in Barrhead but is expected to perform his duties anywhere in his region

DESW	Job Title	Classification	Schedule
1	Regional Problem Wildlife Specialist	Natural Resources 7	5 days on 2 days off (7.25 hrs)
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"><li>• Response to and investigation of protection of life occurrences involving human-wildlife conflicts.</li><li>• Response to and control of large ungulates in urban populated areas that pose a serious and significant public safety hazard.</li></ul>			
<b>Emergency Triggers</b>			
<ul style="list-style-type: none"><li>• If more protection of life responses then certified Predator Response Team Leaders may be required for call out. After 1-3 weeks a predator response team (4 specialist team leaders) would need to be placed on standby or on-call. Predator Response Team (PRT) members are situated in various locations across the province. These members would be responsible for supporting the Regional Problem Wildlife Specialist and providing backup during extended work stoppages or should workload (calls for service) become an issue.</li><li>• One forensic biologist may also be required for call out if a DNA analysis is required on a file</li></ul>			

**LOCATION: CENTRAL REGION**

Address: Stettler

Note: The Regional Problem Wildlife Specialist has an office located in Barrhead but is expected to perform his duties anywhere in his region.

DESW	Job Title	Classification	Schedule
1	Regional Problem Wildlife Specialist	Natural Resources 7	5 days on 2 days off (7.25 hrs)
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"><li>• Response to and investigation of protection of life occurrences involving human-wildlife conflicts.</li><li>• Response to and control of large ungulates in urban populated areas that pose a serious and significant public safety hazard.</li></ul>			
<b>Emergency Triggers</b>			
<ul style="list-style-type: none"><li>• If more protection of life responses then certified Predator Response Team Leaders may be required for call out. After 1-3 weeks a predator response team (4 specialist team leaders) would need to be placed on standby or on-call. Predator Response Team (PRT) members are situated in various locations across the province. These members would be responsible for supporting the Regional Problem Wildlife Specialist and providing backup during extended work stoppages or should workload (calls for service) become an issue.</li><li>• One forensic biologist may also be required for call out if a DNA analysis is required on a file</li></ul>			



**LOCATION: SOUTHERN REGION**

Address: Claresholm

Note: The Regional Problem Wildlife Specialist has an office located in Barrhead but is expected to perform his duties anywhere in his region.

DESW	Job Title	Classification	Schedule
1	Regional Problem Wildlife Specialist	Natural Resources 7	5 days on 2 days off (7.25 hrs)
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Response to and investigation of protection of life occurrences involving human-wildlife conflicts.</li> <li>• Response to and control of large ungulates in urban populated areas that pose a serious and significant public safety hazard.</li> </ul>			
<b>Emergency Trigger</b>			
<ul style="list-style-type: none"> <li>• If more protection of life responses then certified Predator Response Team Leaders may be required for call out. After 1-3 weeks a predator response team (4 specialist team leaders) would need to be placed on standby or on-call. Predator Response Team (PRT) members are situated in various locations across the province. These members would be responsible for supporting the Regional Problem Wildlife Specialist and providing backup during extended work stoppages or should workload (calls for service) become an issue.</li> <li>• One forensic biologist may also be required for call out if a DNA analysis is required on a file</li> </ul>			

**PROGRAM: COMMERCIAL VEHICLE ENFORCEMENT**

ESSENTIAL SERVICE REQUIREMENTS	TOTAL
Total number of capable and qualified <b>managers</b> to perform essential service.	8
Total number of DESW positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	32 per day
Total number required to support the essential service operations	40

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

The following 5 locations (Coumts, Airdrie, Leduc, Whitecourt, and Atmore) will be maintained to provide essential services coverage. For the duration of a strike or lockout 4 scales will be open for 2 shifts (10 hours each). One scale will operate 24 hours. This will rotate between the 5 locations.

When one of the locations is designated to have 24 hour coverage the following staffing model will apply.

The location of the District Sergeant positions will be selected by the employer. The District Sergeant on shift will be delegated for the province.

DESW	Job Title	Classification	Schedule
1 per shift	District Sergeant	Sheriff, Security and Transport 4	2 (10 hour shifts)
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Monitoring of Commercial Vehicle and Driver Fitness by operating the vehicle inspection station.</li> <li>Patrol on provincial highways to monitor weights, load security, mechanical fitness, and driver behavior (impaired, fatigued and ensure drivers are properly licenced for the vehicles operated.</li> <li>Commercial Vehicle Safety Alliance (CVSA) on road inspections would be conducted on commercial drivers and vehicle.</li> </ul>			

**LOCATION: COUTTS**

Hwy 4, 1km North of USA/Canada Border

DESW	Job Title	Classification	Schedule
2 per shift	Transport Officer	Sheriff, Security and Transport 2*/3 (*2 <sup>nd</sup> year)	2 (10 hour shifts)
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Monitoring of Commercial Vehicle and Driver Fitness by operating the vehicle inspection station.</li> <li>Patrol on provincial highways to monitor weights, load security, mechanical fitness, and driver behavior (impaired, fatigued and ensure drivers are properly licenced for the vehicles operated.</li> <li>Commercial Vehicle Safety Alliance (CVSA) on road inspections would be conducted on commercial drivers and vehicle.</li> </ul>			

**LOCATION: AIRDRIE**

Hwy 2, 5 km South of Airdrie

DESW	Job Title	Classification	Schedule
2 per shift	Transport Officer	Sheriff, Security and Transport 2*/3 (*2 <sup>nd</sup> year)	2 (10 hour shifts)
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Monitoring of Commercial Vehicle and Driver Fitness by operating the vehicle inspection station.</li> <li>Patrol on provincial highways to monitor weights, load security, mechanical fitness, and driver behavior (impaired, fatigued and ensure drivers are properly licenced for the vehicles operated.</li> <li>Commercial Vehicle Safety Alliance (CVSA) on road inspections would be conducted on commercial drivers and vehicle.</li> </ul>			

**LOCATION: LEDUC**

Hwy 2, 5 km South of Leduc

DESW	Job Title	Classification	Schedule
2 per shift	Transport Officer	Sheriff, Security and Transport 2*/3 (*2 <sup>nd</sup> year)	2 (10 hour shifts)
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Monitoring of Commercial Vehicle and Driver Fitness by operating the vehicle inspection station.</li> <li>Patrol on provincial highways to monitor weights, load security, mechanical fitness, and driver behavior (impaired, fatigued and ensure drivers are properly licenced for the vehicles operated.</li> <li>Commercial Vehicle Safety Alliance (CVSA) on road inspections would be conducted on commercial drivers and vehicle.</li> </ul>			

LOCATION: WHITECOURT  
Hwy 43, 10 km North of Whitecourt

DESW	Job Title	Classification	Schedule
2 per shift	Transport Officer	Sheriff, Security and Transport 2*/3 (*2 <sup>nd</sup> year)	2 (10 hour shifts)
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Monitoring of Commercial Vehicle and Driver Fitness by operating the vehicle inspection station.</li> <li>Patrol on provincial highways to monitor weights, load security, mechanical fitness, and driver behavior (impaired, fatigued and ensure drivers are properly licenced for the vehicles operated.</li> <li>Commercial Vehicle Safety Alliance (CVSA) on road inspections would be conducted on commercial drivers and vehicle.</li> </ul>			

LOCATION: ATMORE  
Hwy 63, 5 km North of the junction of Hwy 63 and 55 near Atmore

DESW	Job Title	Classification	Schedule
2 per shift	Transport Officer	Sheriff, Security and Transport 2*/3 (*2 <sup>nd</sup> year)	2 (10 hour shifts)
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Monitoring of Commercial Vehicle and Driver Fitness by operating the vehicle inspection station.</li> <li>Patrol on provincial highways to monitor weights, load security, mechanical fitness, and driver behavior (impaired, fatigued and ensure drivers are properly licenced for the vehicles operated.</li> <li>Commercial Vehicle Safety Alliance (CVSA) on road inspections would be conducted on commercial drivers and vehicle.</li> </ul>			

\*An additional 8 patrol officers per day can be cycled through the 16 districts.

DESW	Job Title	Classification	Schedule
2 per shift	Transport Officer	Sheriff, Security and Transport 2*/3 (2 <sup>nd</sup> year)	2 (10 hour shifts)
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Monitoring of Commercial Vehicle and Driver Fitness by operating the vehicle inspection station.</li> <li>Patrol on provincial highways to monitor weights, load security, mechanical fitness, and driver behavior (impaired, fatigued and ensure drivers are properly licenced for the vehicles operated.</li> <li>Commercial Vehicle Safety Alliance (CVSA) on road inspections would be conducted on commercial drivers and vehicle.</li> </ul>			

**Division: Sheriffs**

**COURT AND PRISONER TRANSPORT SERVICES**

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>
Total number of capable and qualified <b>managers</b> to perform essential services	7
Total number of capable and qualified <b>opted out &amp; excluded staff</b> to perform essential services.	
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	346
Total number required to support the essential service operations	353
<b>TERMS AND CONDITIONS</b>	
Due to the nature of the work performed by Sheriffs they may be required to be re-deployed to a different location dependent upon the urgency and need. Should this occur the associated actual costs would be covered by the Sheriffs Branch up to the maximum allowed by GOA policy.	

**NORTH REGION**

**LOCATION: EDMONTON LAW COURTS**

Address: 1A Sir Winston Churchill Square/ Edmonton Escort base 10927 – 120 Street Edmonton, AB

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
11	Court Services and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Deploy Sheriffs to specific locations, events and/or assignments
- Identify concerns and issues associated with specific program through stakeholder involvement and discussions.
- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.
- Interviews, reports, and legal documents are completed in accordance with established policies and procedures.

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
100	Court Services and Prisoner Transport Sheriff	Sheriff, Security and Transport 2/3	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Provide Court security and prisoner escort services for court facilities
- Provide perimeter screening services to base court facilities
- Collect DNA samples under court order from out of custody persons
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.



DESW	Job Title	Classification	Schedule
6	Court Services and Prisoner Transport Sheriff	Sheriff, Security and Transport 1	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Provide Court security and prisoner escort services for court facilities
- Provide perimeter screening services to base court facilities
- Collect DNA samples under court order from out of custody persons
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

DESW	Job Title	Classification	Schedule
1	Court Services and Prisoner Transport Admin assistant	Admin	5 days on; 2 days off (7.25 hours)

**Essential Service Work Functions**

- Prepares payroll data entry for all staff including wage Jury Guards
- Ensures proper submissions of all forms such as ETMS, pay and benefits etc.
- Processes invoices for payment
- Answers telephone, email and fax concerns and complaints from public and stakeholders
- Provides administrative support to managers
- Processing out of province prisoner escort travel documents;
- Receiving inquiries from the judiciary,
- Processing workmen's compensation claims,
- Dealing with SRC matters,
- This position would also support the Protection Services section.

LOCATION: HIGH LEVEL

Address: 10106 – 100 Avenue, High Level, AB

DESW	Job Title	Classification	Schedule
1	Court Services and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Deploy Sheriffs to specific locations, events and/or assignments
- Identify concerns and issues associated with specific program through stakeholder involvement and discussions.
- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.
- Interviews, reports, and legal documents are completed in accordance with established policies and procedures.

DESW	Job Title	Classification	Schedule
3	Court Services and Prisoner Transport Sheriff	Sheriff, Security and Transport 2/3	5 days on; 2 days off (7.75 hours) Start times: 07:30 or 0:800

**Essential Service Work Functions**

- Provide Court security and prisoner escort services for court facilities
- Provide perimeter screening services to base court facilities
- Collect DNA samples under court order from out of custody persons
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

**LOCATION: PEACE RIVER**

Address: 9905 -97 Avenue, Peace River, AB

DESW	Job Title	Classification	Schedule
1	Court Services and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Deploy Sheriffs to specific locations, events and/or assignments
- Identify concerns and issues associated with specific program through stakeholder involvement and discussions.
- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.
- Interviews, reports, and legal documents are completed in accordance with established policies and procedures.

DESW	Job Title	Classification	Schedule
8	Court Services and Prisoner Transport Sheriff	Sheriff, Security and Transport 2/3	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Provide Court security and prisoner escort services for court facilities
- Provide perimeter screening services to base court facilities
- Collect DNA samples under court order from out of custody persons
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

**LOCATION: GRANDE PRAIRIE**

Address: 9905 -97 Avenue, Grande Prairie, AB

DESW	Job Title	Classification	Schedule
1	Court Services and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Deploy Sheriffs to specific locations, events and/or assignments
- Identify concerns and issues associated with specific program through stakeholder involvement and discussions.
- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.

- Interviews, reports, and legal documents are completed in accordance with established policies and procedures.

DESW	Job Title	Classification	Schedule
7	Court Services and Prisoner Transport Sheriff	Sheriff, Security and Transport 2/3	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Provide Court security and prisoner escort services for court facilities
- Provide perimeter screening services to base court facilities
- Collect DNA samples under court order from out of custody persons
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

LOCATION: HIGH PRAIRIE  
Address: 4911 -53 Avenue, High Prairie, AB

DESW	Job Title	Classification	Schedule
1	Court Services and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Deploy Sheriffs to specific locations, events and/or assignments
- Identify concerns and issues associated with specific program through stakeholder involvement and discussions.
- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.
- Interviews, reports, and legal documents are completed in accordance with established policies and procedures.

DESW	Job Title	Classification	Schedule
4	Court Services and Prisoner Transport Sheriff	Sheriff, Security and Transport 2/3	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Provide Court security and prisoner escort services for court facilities
- Provide perimeter screening services to base court facilities
- Collect DNA samples under court order from out of custody persons
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.



**LOCATION: HINTON**

Address: 237 Jasper Street, Hinton, AB

DESW	Job Title	Classification	Schedule
1	Court Services and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Deploy Sheriffs to specific locations, events and/or assignments
- Identify concerns and issues associated with specific program through stakeholder involvement and discussions.
- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.
- Interviews, reports, and legal documents are completed in accordance with established policies and procedures.

DESW	Job Title	Classification	Schedule
3	Court Services and Prisoner Transport Sheriff	Sheriff, Security and Transport 2/3	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Provide Court security and prisoner escort services for court facilities
- Provide perimeter screening services to base court facilities
- Collect DNA samples under court order from out of custody persons
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

**LOCATION: STONY PLAIN**

Address: 4711 - 44 Avenue, Stony Plain, AB

DESW	Job Title	Classification	Schedule
3	Court Services and Prisoner Transport Sheriff	Sheriff, Security and Transport 2/3	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Provide Court security and prisoner escort services for court facilities
- Provide perimeter screening services to base court facilities
- Collect DNA samples under court order from out of custody persons
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

**LOCATION: ST. ALBERT**

Address: 3 St. Anne Street, St. Albert, AB

DESW	Job Title	Classification	Schedule
3	Court Services and Prisoner Transport Sheriff	Sheriff, Security and Transport 2/3	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Provide Court security and prisoner escort services for court facilities

- Provide perimeter screening services to base court facilities
- Collect DNA samples under court order from out of custody persons
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

LOCATION: FORT MCMURRAY

Address: 9700 Franklin Avenue, Fort McMurray, AB

DESW	Job Title	Classification	Schedule
1	Court Services and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Deploy Sheriffs to specific locations, events and/or assignments
- Identify concerns and issues associated with specific program through stakeholder involvement and discussions.
- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.
- Interviews, reports, and legal documents are completed in accordance with established policies and procedures.

DESW	Job Title	Classification	Schedule
5	Court Services and Prisoner Transport Sheriff	Sheriff, Security and Transport 2/3	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Provide Court security and prisoner escort services for court facilities
- Provide perimeter screening services to base court facilities
- Collect DNA samples under court order from out of custody persons
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

LOCATION: ST.PAUL

Address: 470 -50 Street, St. Paul, AB

DESW	Job Title	Classification	Schedule
1	Court Services and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Deploy Sheriffs to specific locations, events and/or assignments
- Identify concerns and issues associated with specific program through stakeholder involvement and discussions.
- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.
- Interviews, reports, and legal documents are completed in accordance with established policies and procedures.

DESW	Job Title	Classification	Schedule
3	Court Services and Prisoner Transport Sheriff	Sheriff, Security and Transport 2/3	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Provide Court security and prisoner escort services for court facilities
- Provide perimeter screening services to base court facilities
- Collect DNA samples under court order from out of custody persons
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

DESW	Job Title	Classification	Schedule
1	Court Services and Prisoner Transport Sheriff	Sheriff, Security and Transport 1	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Provide Court security and prisoner escort services for court facilities
- Provide perimeter screening services to base court facilities
- Collect DNA samples under court order from out of custody persons
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

LOCATION: VERMILLION  
Address: 4701 – 52 Street, Vermillion, AB

DESW	Job Title	Classification	Schedule
1	Court Services and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Deploy Sheriffs to specific locations, events and/or assignments
- Identify concerns and issues associated with specific program through stakeholder involvement and discussions.
- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.
- Interviews, reports, and legal documents are completed in accordance with established policies and procedures.

DESW	Job Title	Classification	Schedule
4	Court Services and Prisoner Transport Sheriff	Sheriff, Security and Transport 2/3	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Provide Court security and prisoner escort services for court facilities
- Provide perimeter screening services to base court facilities
- Collect DNA samples under court order from out of custody persons
- Perform out of province escorts of prisoners to and from Alberta from other Canadian



provinces/territories.

- Assist provincial and municipal police agencies with public order.

**LOCATION: WETASKIWIN**

Address: 4605 – 51 Street, Wetaskiwin, AB

DESW	Job Title	Classification	Schedule
1	Court Services and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Deploy Sheriffs to specific locations, events and/or assignments
- Identify concerns and issues associated with specific program through stakeholder involvement and discussions.
- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.
- Interviews, reports, and legal documents are completed in accordance with established policies and procedures.

DESW	Job Title	Classification	Schedule
13	Court Services and Prisoner Transport Sheriff	Sheriff, Security and Transport 2/3	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Provide Court security and prisoner escort services for court facilities
- Provide perimeter screening services to base court facilities
- Collect DNA samples under court order from out of custody persons
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

**LOCATION: LEDUC**

Address: 4612 – 50 Street, Leduc, AB

DESW	Job Title	Classification	Schedule
1	Court Services and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Deploy Sheriffs to specific locations, events and/or assignments
- Identify concerns and issues associated with specific program through stakeholder involvement and discussions.
- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.
- Interviews, reports, and legal documents are completed in accordance with established policies and procedures.

DESW	Job Title	Classification	Schedule
2	Court Services and Prisoner Transport Sheriff	Sheriff, Security and Transport 2/3	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Provide Court security and prisoner escort services for court facilities
- Provide perimeter screening services to base court facilities
- Collect DNA samples under court order from out of custody persons
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

**LOCATION: SHERWOOD PARK**

Address: 190 Chippewa Road, Sherwood Park, AB

DESW	Job Title	Classification	Schedule
1	Court Services and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Deploy Sheriffs to specific locations, events and/or assignments
- Identify concerns and issues associated with specific program through stakeholder involvement and discussions.
- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.
- Interviews, reports, and legal documents are completed in accordance with established policies and procedures.

DESW	Job Title	Classification	Schedule
2	Court Services and Prisoner Transport Sheriff	Sheriff, Security and Transport 2/3	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Provide Court security and prisoner escort services for court facilities
- Provide perimeter screening services to base court facilities
- Collect DNA samples under court order from out of custody persons
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

**LOCATION: FORT SASKATCHEWAN**

Address: 10504-100<sup>th</sup> Avenue, Fort Saskatchewan, AB

DESW	Job Title	Classification	Schedule
1	Court Services and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Deploy Sheriffs to specific locations, events and/or assignments
- Identify concerns and issues associated with specific program through stakeholder involvement and discussions.

- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.
- Interviews, reports, and legal documents are completed in accordance with established policies and procedures.

DESW	Job Title	Classification	Schedule
2	Court Services and Prisoner Transport Sheriff	Sheriff, Security and Transport 2/3	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Provide Court security and prisoner escort services for court facilities
- Provide perimeter screening services to base court facilities
- Collect DNA samples under court order from out of custody persons
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

SOUTH REGION

LOCATION: CALGARY COURT CENTRE

Address: 601 – 5th Street SW/ Calgary Escort Base 12040 – 85th Street NW

DESW	Job Title	Classification	Schedule
10	Court Services and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Deploy Sheriffs to specific locations, events and/or assignments
- Identify concerns and issues associated with specific program through stakeholder involvement and discussions.
- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.
- Interviews, reports, and legal documents are completed in accordance with established policies and procedures.

DESW	Job Title	Classification	Schedule
93	Court Services and Prisoner Transport Sheriff	Sheriff, Security and Transport 2/3	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Provide Court security and prisoner escort services for court facilities
- Provide perimeter screening services to base court facilities
- Collect DNA samples under court order from out of custody persons
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.



DESW	Job Title	Classification	Schedule
4	Court Services and Prisoner Transport Sheriff	Sheriff, Security and Transport 1	5 days on; 2 days off (7.75 hours)
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide Court security and prisoner escort services for court facilities</li> <li>• Provide perimeter screening services to base court facilities</li> <li>• Collect DNA samples under court order from out of custody persons</li> <li>• Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.</li> <li>• Assist provincial and municipal police agencies with public order.</li> </ul>			

LOCATION: RED DEER  
Address: 4909 – 48th Avenue, Red Deer, AB

DESW	Job Title	Classification	Schedule
1	Court Services and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	5 days on; 2 days off (7.75 hours)
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Deploy Sheriffs to specific locations, events and/or assignments</li> <li>• Identify concerns and issues associated with specific program through stakeholder involvement and discussions.</li> <li>• Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.</li> <li>• Ensure safety of persons in custody and/or properties seized.</li> <li>• Interviews, reports, and legal documents are completed in accordance with established policies and procedures.</li> </ul>			

DESW	Job Title	Classification	Schedule
13	Court Services and Prisoner Transport Sheriff	Sheriff, Security and Transport 2/3	5 days on; 2 days off (7.75 hours)
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide Court security and prisoner escort services for court facilities</li> <li>• Provide perimeter screening services to base court facilities</li> <li>• Collect DNA samples under court order from out of custody persons</li> <li>• Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.</li> <li>• Assist provincial and municipal police agencies with public order.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Court Services and Prisoner Transport Sheriff	Sheriff, Security and Transport 1	5 days on; 2 days off (7.75 hours)
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide Court security and prisoner escort services for court facilities</li> <li>• Provide perimeter screening services to base court facilities</li> <li>• Collect DNA samples under court order from out of custody persons</li> <li>• Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.</li> <li>• Assist provincial and municipal police agencies with public order.</li> </ul>			



LOCATION: LETHBRIDGE  
Address: 320 – 4th Street South, Lethbridge, AB

DESW	Job Title	Classification	Schedule
1	Court Services and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Deploy Sheriffs to specific locations, events and/or assignments
- Identify concerns and issues associated with specific program through stakeholder involvement and discussions.
- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.
- Interviews, reports, and legal documents are completed in accordance with established policies and procedures.

DESW	Job Title	Classification	Schedule
15	Court Services and Prisoner Transport Sheriff	Sheriff, Security and Transport 2/3	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Provide Court security and prisoner escort services for court facilities
- Provide perimeter screening services to base court facilities
- Collect DNA samples under court order from out of custody persons
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

DESW	Job Title	Classification	Schedule
1	Court Services and Prisoner Transport Sheriff	Sheriff, Security and Transport 1	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Provide Court security and prisoner escort services for court facilities
- Provide perimeter screening services to base court facilities
- Collect DNA samples under court order from out of custody persons
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

LOCATION: MEDICINE HAT  
Address: 1018, 460 First Street, SE, Medicine Hat, AB

DESW	Job Title	Classification	Schedule
1	Court Services and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Deploy Sheriffs to specific locations, events and/or assignments
- Identify concerns and issues associated with specific program through stakeholder involvement and discussions.

- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.
- Interviews, reports, and legal documents are completed in accordance with established policies and procedures.

DESW	Job Title	Classification	Schedule
9	Court Services and Prisoner Transport Sheriff	Sheriff, Security and Transport 2/3	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Provide Court security and prisoner escort services for court facilities
- Provide perimeter screening services to base court facilities
- Collect DNA samples under court order from out of custody persons
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

LOCATION: DRUMHELLER  
Address: 511 – 3rd Avenue West, Drumheller, AB

DESW	Job Title	Classification	Schedule
1	Court Services and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Deploy Sheriffs to specific locations, events and/or assignments
- Identify concerns and issues associated with specific program through stakeholder involvement and discussions.
- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.
- Interviews, reports, and legal documents are completed in accordance with established policies and procedures.

DESW	Job Title	Classification	Schedule
4	Court Services and Prisoner Transport Sheriff	Sheriff, Security and Transport 2/3	5 days on; 2 days off (7.75 hours)

**Essential Service Work Functions**

- Provide Court security and prisoner escort services for court facilities
- Provide perimeter screening services to base court facilities
- Collect DNA samples under court order from out of custody persons
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

**PROTECTION SERVICES**

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>
Total number of capable and qualified <b>managers</b> to perform essential services	11
Total number of capable and qualified <b>opted out &amp; excluded staff</b> to perform essential services.	6
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations. Note * includes 6 "on call only" DESW.	45 *
<b>Total number required to support the essential service operations</b>	<b>62</b>

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LEGISLATURE AND GOVERNMENT CENTRE SECURITY**

**LOCATION: EDMONTON**

Address: 10800 - 97 Avenue, Edmonton, AB

Note: \*\*The members would be deployed into various shifts for the day. Legislature Patrol 11.25 hours 4 week Pittman Schedule. Legislature security 7.75 hours Mon-Friday; 5 hours Saturday; 5 Hours Sunday

<b>DESW</b>	<b>Duration</b>	<b>Schedule**</b>	<b>Job Title</b>	<b>Classification</b>
2 (1 per shift)	First 24 hours	Day Shift 0600-1800 hrs	Legislature and Government Center Sergeant	Sheriff, Security and Transport 4
		Night shift 1800-0600 hrs		
2 (1 per shift)	After 24 hours	Day Shift 0600-1800 hrs		
		Night Shift 1800-0600 hrs		

**Essential Service Work Functions**

- Security consultation for provincial facilities and maintains a 24-hour security control centre at Government Centre.
- Ensures that high levels of coordination exist with stakeholders and partners with interests in the program, including other ministries, the Royal Canadian Mounted Police (RCMP), local and integrated law enforcement agencies, and provincial enforcement agencies.
- Supervision of members on day and night shifts.
- Responsible for emergency co-ordination of resources during emergency situations.
- Co-ordination with the Edmonton Police service for Government Centre and the Calgary Police Service for McDougal Centre, as and when required.
- Assist and back up Sheriff members as and when required. Consultation and coordination with stakeholders during on site emergencies.

DESW	Duration	Schedule **	Job Title	Classification
3 per shift	First 24 hours	0700-1700 hrs Monday to Friday; Saturday 5 hours and Sunday 5 Hours	Legislature and Government Center Sheriff	Sheriff, Security and Transport 2/3
4 per shift		0600-1800 and 1800-0600 hrs 7 days per week		
10 per shift	After 24 hours	0700-1700 hrs Mon-Fri, 10:00 – 1500 (1 Sheriff) Sat - Sun.		
6 per shift		0600-1800 and 1800-0600 hrs 7 days per week		
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Provides 24 hour security at the Legislature and Government Centre grounds in Edmonton Provides security services to other key Alberta Government Buildings</li> </ul>				

**LOCATION: MCDUGALL CENTRE CALGARY**

Address: 455 6 St SW, Calgary, AB

DESW	Schedule	Job Title	Classification
1	Monday to Friday 0630- 1800 hrs	Legislature and Government Center Sergeant	Sheriff, Security and Transport 4
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Security consultation for provincial facilities and maintains a 24-hour security control centre at Government Centre.</li> <li>Ensures that high levels of coordination exist with stakeholders and partners with interests in the program, including other ministries, the Royal Canadian Mounted Police (RCMP), local and integrated law enforcement agencies, and provincial enforcement agencies.</li> <li>Supervision of members on day and night shifts.</li> <li>Responsible for emergency co-ordination of resources during emergency situations.</li> <li>Co-ordination with the Edmonton Police service for Government Centre and the Calgary Police Service for McDougal Centre, as and when required.</li> <li>Assist and back up Sheriff members as and when required. Consultation and coordination with stakeholders during on site emergencies.</li> </ul>			

DESW	Schedule	Job Title	Classification
1	Monday to Friday 0630- 1800 hrs	Legislature and Government Center Sheriff	Sheriff, Security and Transport 2/3
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Provides 24 hour security at the Legislature and Government Centre grounds in Edmonton and at the McDougall Centre in Calgary</li> <li>Provides security services to other key Alberta Government Buildings</li> </ul>			

**OPERATIONAL SUPPORT MANAGEMENT (OSM) FLEET SERVICES**

**LOCATION: EDMONTON**

Address: 10927 120 Street, Edmonton, AB

<b>DESW</b>	<b>Schedule</b>	<b>Job Title</b>	<b>Classification</b>
1	Monday to Friday 0700-1530 hrs	Sheriff	Sheriff, Security and Transport 3
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Maintenance of Emergency vehicles to ensure safety of fleet is not compromised</li> </ul>			

**LOCATION: CALGARY**

Address: 12040 - 85 Street NW Calgary, Alberta

<b>DESW</b>	<b>Schedule</b>	<b>Job Title</b>	<b>Classification</b>
1	Monday to Friday 0700-1530 hrs	Fleet Services Member	Equipment Operator 1
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Maintenance of Emergency vehicles to ensure safety of fleet is not compromised</li> </ul>			

**ENERGY SECURITY UNIT**

**LOCATION: OXFORD TOWER, EDMONTON**

Address: 702, 10025 102 A Avenue, Edmonton AB

<b>DESW</b>	<b>Schedule</b>	<b>Job Title</b>	<b>Classification</b>
1	On Call	Energy Security Unit Tactical Analyst	Program Services 4
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Provides security services to and for all levels of government officials in regards to energy and utilities in Alberta; and, in concert with ASSIST, facilitates the flow of information and intelligence to the energy and utilities sector.</li> <li>DESW will only be called in to work during exigent circumstances where the ESU presence is critical to ensure security of the energy and utilities in Alberta.</li> </ul>			

**LOCATION: CALGARY**

Address: Foothills West Phase II, 2711 - 61 Avenue SE, Calgary, AB

<b>DESW</b>	<b>Schedule</b>	<b>Job Title</b>	<b>Classification</b>
2	On Call	Field Officer	Program Services 4
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Provides security services to and for all levels of government officials in regards to energy and utilities in Alberta; and, in concert with ASSIST, facilitates the flow of information and intelligence to the energy and utilities sector.</li> <li>DESW will only be called in to work during exigent circumstances where the ESU presence is critical to ensure security of the energy and utilities in Alberta.</li> </ul>			



**TECHNICAL SECURITY UNIT**

**LOCATION: SIR FREDERICK W HAULTAIN BUILDING**

Address: 1st floor, 9811 – 109 Street, Edmonton, AB

DESW	Schedule	Job Title	Classification
Up to 3	On Call	Technical Security	Technologies 6
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Up to three Tech 6 employees will only be called in during exigent circumstances where the TSU presence is critical to ensure AFRRCS integrity and the safety of GOA employees (i.e. locks urgently changed, security systems installed).</li> </ul>			

**Sheriffs Operational Communication Centre (SOCC)**

DESW	Schedule	Job Title	Classification
1	05:00-17:00	Sergeant SOCC	Sheriff, Security and Transport 4
1	09:00 – 21:00		
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Provide advice and assistance to communication officers</li> <li>Coordination and control of SOCC during major events</li> <li>Reports the details of any incident, error or omission that is likely to jeopardize property or endangers a sheriff, correctional officer, a member of the government, the public</li> <li>Establishes and maintains effective working and interpersonal relationships with stakeholders, and the public to ensure a coordinated response for service</li> <li>Address any CPIC issues and assist with the CPIC Audit conducted by the RCMP</li> <li>Authorizes new accounts for the alarm systems</li> <li>Ensures compliance with policies</li> </ul>			

DESW	Schedule	Job Title	Classification
2	05:00 – 17:00	Intel Officer SOCC	Sheriff, Security and Transport 3
1	08:30– 18:30		
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Provide provincial radio communications and dispatch for sheriffs</li> <li>CPIC data transfer</li> <li>Run CPIC queries snf warrant confirmations with police services</li> </ul>			

DESW	Schedule	Job Title	Classification
3	05:30 – 17:30 hrs.	Communication Officer SOCC (Control and Alarms)	Sheriff, Security and Transport 1
3	17:30 -05:30 hrs.		
2	05:30 – 17:30 hrs.		Prisoner Transport Dispatchers (Required if any vehicle is deployed to move prisoners)
2	17:30 -05:30 hrs.		
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Provide provincial radio communications and dispatch for sheriffs</li> <li>CPIC data transfer</li> <li>Run CPIC queries warrant confirmations with police services</li> </ul>			

- Alarm monitoring for over 800 provincial building accounts across the province
  - Manages alarms and responses
- CCTV monitoring on Government Centre and Government House
- Emergency (Blue Phone) response to public on Government Centre
- Booking of Demonstrations and Protests
- Performs Database enquiries (including CPIC)
- Warrant Maintenance
- Monitors Rural Court Sheriffs for emergencies and coordinates responses
- Receives prisoner movement requests, plans, assigns and monitors the escort by way of the CAD
  - CAD information is transferred to the Record Management System for Movement History and Integrity
- Receive and disseminate information such as “Be on the lookout for” or other security information.

### INVESTIGATION AND ENFORCEMENT OPERATIONS

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified <b>managers</b> to perform essential services	6
Total number of capable and qualified <b>opted out &amp; excluded staff</b> to perform essential services.	
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations. Note:*reflects DESW after 3 weeks of a job action.	94.4*
Total number required to support the essential service operations	100.4

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

### SAFER COMMUNITIES AND NEIGHBOURHOODS

#### EDMONTON (CONFIDENTIAL LOCATION)

DESW	Duration	Schedule	Job Title	Classification
0	First 3 Weeks	Confidential 9.25 hour employees to be deployed by Department official	SCAN Investigators	Program Services-04
5	After Week 3			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Perform investigations under the SCAN Act, targeting properties used for illegal activities such as drugs, gangs and prostitution. The SCAN Act holds owners accountable for what takes place on their property</li> </ul>				



DESW	Duration	Schedule	Job Title	Classification
0	First 3 Weeks	Confidential 9.25 hour employees to be deployed by Department official	Analysts	Program Services-04
1	After Week 3			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Triage of requests for SCAN establishing risk and priority of investigations</li> </ul>				

### CALGARY (CONFIDENTIAL LOCATION)

DESW	Duration	Schedule	Job Title	Classification
0	First 3 Weeks	Confidential 9.25 hour employees to be deployed by Department official	SCAN Investigators	Program Services-04
6	After Week 3			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Perform investigations under the SCAN Act, targeting properties used for illegal activities such as drugs, gangs and prostitution. The SCAN Act holds owners accountable for what takes place on their property</li> </ul>				

DESW	Duration	Schedule	Job Title	Classification
0	First 3 Weeks	Confidential 9.25 hour employees to be deployed by Department official	Analysts	Program Services-04
1	After Week 3			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Triage of requests for SCAN establishing risk and priority of investigations</li> </ul>				

### SHERIFFS INVESTIGATIVE SUPPORT

#### CONFIDENTIAL LOCATION EDMONTON

DESW	Duration	Schedule	Job Title	Classification
0	First 3 weeks	9.25 hour shifts rotating	Sergeant	Sheriff, Security and Transport 4
1	After 3 weeks	Schedule		
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Covert surveillance teams provide investigative support surveillance to police agencies for major and organized crime investigations within Alberta.</li> <li>• Surveillance of terrorist suspects as tasked by police services</li> </ul>				

DESW	Duration	Schedule	Job Title	Classification
0	First 3 weeks	9.25 hour shifts rotating	Sheriffs	Sheriff, Security and Transport 3
7	After 3 weeks	Schedule		
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Covert surveillance teams provide investigative support surveillance to police agencies for major and organized crime investigations within Alberta.</li> <li>• Surveillance of terrorist suspects as tasked by police services</li> </ul>				

**CONFIDENTIAL LOCATION CALGARY**

DESW	Duration	Schedule	Job Title	Classification
0	First 3 weeks	9.25 hour shifts rotating Schedule	Sergeant	Sheriff, Security and Transport 4
1	After 3 weeks			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Covert surveillance teams provide investigative support surveillance to police agencies for major and organized crime investigations within Alberta.</li> <li>Surveillance of terrorist suspects as tasked by police services</li> </ul>				

DESW	Duration	Schedule	Job Title	Classification
0	First 3 weeks	9.25 hour shifts rotating Schedule	Sheriffs	Sheriff, Security and Transport 3
7	After 3 weeks			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>Covert surveillance teams provide investigative support surveillance to police agencies for major and organized crime investigations within Alberta.</li> <li>Surveillance of terrorist suspects as tasked by police services</li> </ul>				

**TRAFFIC SHERIFF OPERATIONS**

ESSENTIAL SERVICES REQUIREMENTS	TOTAL			
	Week 1 & 2	Week 3	Week 4	Week 5
Total number of capable and qualified managers to perform essential services	0	3	3	3
Total number of capable and qualified opted out & excluded staff to perform essential services.	0	0	0	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	0	44.4	53.4	62.4
Total number required to support the essential service operations	0	47.4	56.4	65.4
<b>Terms and Conditions of Employment</b>				
<p>Due to the nature of the work performed by Sheriffs they may be required to be re-deployed to a different Traffic Office location dependent upon the urgency and need. Should this occur; the associated actual costs would be covered by the Sheriffs Branch, up to the maximum allowed by GOA policy. Note: Sheriffs are to be deployed in pods of minimum of 2 officers to ensure officer safety. Depending on the availability and operational requirements, Sheriffs may be deployed to patrol areas/incidents outside of their normal ITU operating boundaries.</p>				



**LOCATION: TRAFFIC SHERIFFS MAY BE DEPLOYED TO THE FOLLOWING LOCATIONS**

Peace River RCMP Detachment: 9200-99 Street, Peace River, AB  
 Grande Prairie RCMP Detachment: 10202-99 Street, Grande Prairie AB  
 Fort McMurray South Policing Facility: 150 MacLennan Crescent, Ft. McMurray, AB  
 Boyle Integrated Traffic Unit: 5010 – 3<sup>rd</sup> Street, Box 479, Boyle, AB  
 Edson RCMP Detachment: 115-55 Street, Box 19, Edson, AB  
 Whitecourt Integrated Traffic Unit: #3 – 3307 – 41 Avenue, Whitecourt, AB  
 Capital West Integrated Traffic Unit: Centre 170, #340 10403 - 172 Street, Edmonton, AB  
 Sherwood Park RCMP Detachment: 911 Bison Way, Sherwood Park, AB  
 Wetaskiwin RCMP Detachment: 5005-48 Avenue, Wetaskiwin, AB  
 Leduc Integrated Traffic Unit: 2nd Floor, 3719 - 60 Avenue East, Edmonton International Airport  
 Ponoka RCMP Detachment: 5120 - 50 Avenue, Ponoka, AB  
 Blackfalds RCMP Detachment: PO Box 1780, 4405 South Street, Blackfalds, AB  
 Innisfail RCMP Detachment: 4904 - 45 Avenue, Innisfail, AB  
 Airdrie RCMP Detachment: 2 Highland Park Way N.E. Airdrie, AB  
 Foothills Integrated Traffic Unit: 2711 - 61 Avenue S.E. Calgary, AB  
 Redcliff RCMP Detachment: 301 Mitchell Street S.E. (Box 9) Redcliff, AB  
 Lethbridge RCMP Detachment: 427 Stafford Drive South, Lethbridge, AB  
 Cochrane RCMP Detachment: 359 - 1 Street East, Cochrane, AB  
 Banff RCMP Detachment: Box 959 - 335 Lynx Street, Banff, AB  
 High River RCMP Detachment: 1104 - 14 Street S.E. High River, AB

DESW	Duration	Schedule	Job Title	Classification
0	Week 1 & 2	5 different Shifts rotation repeating 9.25 hours; shift times 0600-1600, 0700-1700, 1200-2200, 1400-0000, 1600-0200 dependant on location and operational need	Traffic Sergeant	Sheriff, Security and Transport 4
9	Week 3			
11	Week 4			
13	Week 5			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Partner with RCMP traffic services</li> <li>• Monitor and patrol Alberta highways and perform enforcement actions</li> <li>• Responding to 911 calls for service and motor vehicle collisions</li> <li>• Supervise SST3 workers</li> </ul>				

DESW	Duration	Schedule	Job Title	Classification
0	Week 1 & 2	5 different Shifts rotation repeating 9.25 hours; shift times 0600-1600, 0700-1700, 1200-2200, 1400-0000, 1600-0200 dependant on location and operational need	Traffic Sheriff	Sheriff, Security and Transport 3
35	Week 3			
42	Week 4			
49	Week 5			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"> <li>• Partner with RCMP traffic services</li> <li>• Monitor and patrol Alberta highways and perform enforcement actions</li> <li>• Responding to 911 calls for service and motor vehicle collisions</li> </ul>				

LOCATION: FOOTHILLS INTEGRATED TRAFFIC UNIT

Address: 2711 - 61 Avenue S.E. Calgary, AB

DESW	Duration	Schedule	Job Title	Classification
0	Week 1 & 2	Two 7.25 hour days per work week (Monday to Friday)	Administrative Support	Administrative Support 4
0.4	Week 3			
0.4	Week 4			
0.4	Week 5			
<b>Essential Service Work Functions</b>				
<ul style="list-style-type: none"><li>• Process files, violation tickets, and Court Briefs for Sheriff and RCMP ITU Members.</li><li>• Attend Court and schedule trials for Sheriff and RCMP ITU Members</li></ul>				

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SHERIFFS BRANCH HEAD OFFICE

LOCATION HEAD OFFICE - 704 OXFORD TOWERS

Address: 10025 102A Ave, Edmonton, AB

DESW	Schedule	Job Title	Classification
1	Work 4 days per week - *8:15am -4:30pm	Administrative Assistant	Administrative Support 4
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"><li>• Working with ARTS documents</li><li>• Out of province travel request from EPU</li><li>• Receiving and responding to calls from the general public</li><li>• Provide Branch wide communication for the office</li><li>• Mail and general reception.</li></ul>			

**Division: Resolution and Court Administration Services**

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified <b>managers</b> to perform essential services	23
Total number of capable and qualified <b>opted out &amp; excluded staff</b> to perform essential services.	
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	820
Total number required to support the essential service operations	843

Note: Administrative functions will be performed to ensure unimpeded and uninhibited access to the courts. There may be a need to prioritize functions based on the schedule of the courts and therefore some work functions may be delayed or suspended based on operational requirements.

**ALBERTA REVIEW BOARD**

**LOCATION: MNP TOWER 11<sup>TH</sup> FLOOR**

Address: 10235-101 Street, Edmonton, Alberta

DESW	Job Title	Classification	Schedule
1	Registrar	Administrative Support 6	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Schedule, arrange and coordinate review board hearings in the province.</li> <li>• Notify parties of the location of hearings, dates and times.</li> <li>• Retain interpreters for hearings as required.</li> <li>• Advises accused of Legal Aid appointment and assigns counsel on behalf of the Chairman of the Board.</li> <li>• Notify the review board members and the Attorney General of all accused schedule to appear for Disposition Hearings.</li> <li>• Liaise with all relevant agencies to obtain required documents.</li> <li>• Order transcripts of trial proceedings and ensure all parties have copies of the transcripts along with all other required documentation prior to hearings.</li> <li>• Attends hearings, records and files exhibits following policies and procedures.</li> <li>• Monitor privilege restrictions of patients who the hospital has restricted privileges for more than seven days.</li> <li>• Answer inquiries from the public, media and other stakeholders to explain the role and procedures of the Board.</li> <li>• Oversee the follow-up duties of all board hearings, including:               <ul style="list-style-type: none"> <li>○ Draft disposition orders, warrants of committal, reasons for disposition and conveyance orders for the signature of the board chair,</li> <li>○ Sign orders on behalf of the chair as required,</li> <li>○ Notify all parties of the dispositions and explains the orders when necessary to hospital staff, accused, and other involved parties,</li> <li>○ Notifies all parties of the return to trial date when accused is found fit to stand trial.</li> <li>○ Ensures dispositions are forwarded to Edmonton Police Service for entry into CPIC.</li> <li>○ Liaise with Court of Appeal when board decision is appealed, and retain counsel on behalf of the Chair of the Alberta Review Board, if required.</li> <li>○ Sign Interprovincial Transfer Warrants, and liaise with RCMP and Forensic Mental Health Facilities for interprovincial transfers of accused persons to other designated facilities.</li> </ul> </li> </ul>			



DESW	Job Title	Classification	Schedule
2	Administrative Assistant	Administrative Support 4	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Review files and process documentation pertaining to the Review Board Hearings.</li> <li>Utilize Justice Online Information Network (JOIN) to verify charges and verdict of the court.</li> <li>Supports the maintenance, security and location of the court record.</li> <li>Book boardroom for hearings and notify all parties of hearing dates and times.</li> <li>Diarize files and arrange appointments.</li> <li>Respond to written requests for particulars from accused or defence counsel.</li> <li>Assist in Review Board Hearings and cover off Registrar duties as required.</li> <li>Ensure open files are given to the Review Board members and proper documentation given to counsel, Attorney General and patients.</li> <li>File exhibits entered at hearings following policies and procedures.</li> <li>Forward dispositions to Edmonton Police Service for entry into CPIC.</li> <li>Data entry to ensure information required for or as a result of the Review Board Hearing is recorded, including about the accused, the charges/verdict, hearing information, disposition orders, warrants of committal, reasons for disposition and conveyance orders, etc.</li> </ul>			

COURT OF APPEAL

LOCATION: TRANSCANADA PIPELINE TOWER, CALGARY  
Address: 450-1 Street SW

DESW	Job Title	Classification	Schedule
1	Judicial Assistant Team Lead	Legal Admin 3	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Manage justice's calendars and oversee justices sitting assignments.</li> <li>Advise, liaise and assist in security measures for justices.</li> <li>Receive, organize and deliver hearing lists and materials to their assigned justice.</li> <li>Prepare drafts of judgments-includes typing, formatting, researching case citations.</li> <li>Assist in facilitating Judicial Dispute Resolution.</li> <li>Receive and respond to inquiries from senior personnel in other divisions for agencies (e.g. Federal Judicial Affairs, Canadian Judicial Council, National judicial Institute)</li> <li>Receive and respond to inquiries from justices across the country, other government offices and officials, external agencies, members of the Bar, the academic community, the media and the public</li> <li>Facilitate communications with other divisions/agencies/of her courts.</li> <li>Conduct legal research; prepare case summaries, correspondence and memoranda for judges.</li> <li>Ensure judgments are prepared for release to the parties.</li> <li>Ensure judgments are prepared posted to CanLII.</li> </ul>			

DESW	Job Title	Classification	Schedule
5	Judicial Assistant	Legal Admin 2	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Manage justice's calendars and oversee justices sitting assignments.</li> <li>Advise, liaise and assist in security measures for justices.</li> <li>Receive, organize and deliver hearing lists and materials to their assigned justice.</li> <li>Prepare drafts of judgments-includes typing, formatting, researching case citations.</li> <li>Assist in facilitating Judicial Dispute Resolution.</li> <li>Make travel arrangements and prepare expense claims related to appeals or applications heard</li> </ul>			

outside of the judges home city (includes Edmonton, Calgary, Yellowknife and Iqaluit)

- Receive and respond to inquiries from senior personnel in other divisions for agencies (e.g. Federal Judicial Affairs, Canadian Judicial Council, National Judicial Institute)
- Receive and respond to inquiries from justices across the country, other government offices and officials, external agencies, members of the Bar, the academic community, the media and the public
- Facilitate communications with other divisions/agencies/of her courts.
- Conduct legal research; prepare case summaries, correspondence and memoranda for judges.
- Ensure judgments are prepared for release to the parties.
- Ensure judgments are prepared for posting to CanLII.

DESW	Job Title	Classification	Schedule
1	Senior Deputy Clerk	Senior Deputy Clerk	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Supervision and scheduling of Courtroom clerks
- Review of applications and documents and distribution of same to judiciary
- Duties of non-presiding Justice of the Peace
- Delegated duties (e.g. Deputy Clerk, Commissioner for Oaths)
- Identify workload pressures
- Audit accuracy of the court record (endorsements & FTR)
- Exhibit control audits
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into court databases (JOIN/CASES/TEAMS/eCourt, etc.)
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required
- Receive, examine, enter, file, issue and distribute court documents. Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.

DESW	Job Title	Classification	Schedule
4	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Prepare hearing lists and distribute list and materials to judges.
- Courtroom preparation, management and support to judges.
- Run digital recording (FTR), maintain clerk notes.
- Arrange for appearance of in-custody litigants.
- Communicate directions from the Court.
- Schedule appeals and applications.
- Notify trial court and judge of outcome of appeal.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into court databases (JOIN/CASES/TEAMS/eCourt, etc.)
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required
- Receive, examine, enter, file, issue and distribute court documents. Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.



- Prepare and distribute correspondence.
- Commission affidavits.
- Distribute the Court's judgments to the parties.
- Prepare post-court paperwork, including bail orders, warrants of committal, release documents, etc.
- Maintain the official court record.

DESW	Job Title	Classification	Schedule
1	Judicial Clerk	Judicial Clerk	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Prepare hearing lists and distribute list and materials to judges.
- Courtroom preparation, management and support to judges.
- Run digital recording (FTR), maintain clerk notes.
- Arrange for appearance of in-custody litigants.
- Communicate directions from the Court.
- Schedule appeals and applications.
- Notify trial court and judge of outcome of appeal.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into court databases (JOIN/CASES/TEAMS/eCourt, etc.)
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required
- Receive, examine, enter, file, issue and distribute court documents. Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Prepare and distribute correspondence.
- Commission affidavits.
- Collect filing fees and process on POS terminal.
- Distribute the Court's judgments to the parties.
- Prepare post-court paperwork, including bail orders, warrants of committal, release documents, etc.
- Maintain the official court record.

**LOCATION: 1A CHURCHILL SQUARE, EDMONTON**

DESW	Job Title	Classification	Schedule
1	Office Administrator	Administration 2	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Prepare, monitor and interpret operating budget.
- Prepare monthly forecast.
- Create financial reports.
- Pay invoices, maintain contracts and purchase required supplies.
- Process all accounts payable (invoices, expense claims, p-card).
- Pay and Benefits and Human Resources contact.
- Ensure appropriate credit trails and internal controls are in place.
- Oversee all time exception entries.

DESW	Job Title	Classification	Schedule
1	Scheduling and Business Analyst	Administration 1	Monday – Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Create/maintain schedule of sitting dates.
- Create/maintain judicial assignments.
- Systems Administrator (CASES, TEAMS, eCourt, etc.)

DESW	Job Title	Classification	Schedule
1	Judicial Assistant Team Lead	Legal Admin 3	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Manage justice’s calendars and oversee justices sitting assignments.
- Advise, liaise and assist in security measures for justices.
- Receive, organize and deliver hearing lists and materials to their assigned justice.
- Prepare drafts of judgments-includes typing, formatting, researching case citations.
- Assist in facilitating Judicial Dispute Resolution.
- Make travel arrangements and prepare expense claims related to appeals or applications heard outside of the judges home city (includes Edmonton, Calgary, Yellowknife and Iqaluit)
- Receive and respond to inquiries from senior personnel in other divisions for agencies (e.g. Federal Judicial Affairs, Canadian Judicial Council, National judicial Institute)
- Receive and respond to inquiries from justices across the country, other government offices and officials, external agencies, members of the Bar, the academic community, the media and the public
- Facilitate communications with other divisions/agencies/of her courts.
- Conduct legal research, prepare case summaries, correspondence and memoranda for judges.
- Ensure judgments are prepared for release to the parties.
- Ensure judgments are prepared for posting to CanLII.

DESW	Job Title	Classification	Schedule
6	Judicial Assistant	Legal Admin 2	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Manage justice’s calendars and oversee justices sitting assignments.
- Advise, liaise and assist in security measures for justices.
- Receive, organize and deliver hearing lists and materials to their assigned justice.
- Prepare drafts of judgments-includes typing, formatting, researching case citations.
- Assist in facilitating Judicial Dispute Resolution.
- Make travel arrangements and prepare expense claims related to appeals or applications heard outside of the judges home city (includes Edmonton, Calgary, Yellowknife and Iqaluit)
- Receive and respond to inquiries from senior personnel in other divisions for agencies (e.g. Federal Judicial Affairs, Canadian Judicial Council, National judicial Institute)
- Receive and respond to inquiries from justices across the country, other government offices and officials, external agencies, members of the Bar, the academic community, the media and the public
- Facilitate communications with other divisions/agencies/of her courts.
- Conduct legal research, prepare case summaries, correspondence and memoranda for judges.
- Ensure judgments are prepared for release to the parties.
- Ensure judgments are prepared for posting to CanLII.



DESW	Job Title	Classification	Schedule
1	Senior Deputy Clerk	Senior Deputy Clerk	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervision and scheduling of Courtroom clerks</li> <li>• Review of applications and documents and distribution of same to judiciary</li> <li>• Duties of non-presiding Justice of the Peace</li> <li>• Delegated duties (e.g. Deputy Clerk, Commissioner for Oaths)</li> <li>• Identify workload pressures</li> <li>• Audit accuracy of the court record (endorsements &amp; FTR)</li> <li>• Exhibit control audits</li> <li>• Data entry – Accurate selection and entry of document/hearing activity codes and other data into court databases (JOIN/CASES/TEAMS/eCourt, etc.)</li> <li>• Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).</li> <li>• Perform searches and provide copies of documents, including document certification as required</li> <li>• Receive, examine, enter, file, issue and distribute court documents. Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.</li> <li>• Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.</li> </ul>			

DESW	Job Title	Classification	Schedule
6	Senior Judicial Clerk	Judicial Clerk	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Prepare hearing lists and distribute list and materials to judges.</li> <li>• Courtroom preparation, management and support to judges.</li> <li>• Run digital recording (FTR), maintain clerk notes.</li> <li>• Arrange for appearance of in-custody litigants.</li> <li>• Communicate directions from the Court.</li> <li>• Schedule appeals and applications.</li> <li>• Notify trial court and judge of outcome of appeal.</li> <li>• Data entry – Accurate selection and entry of document/hearing activity codes and other data into court databases (JOIN/CASES/TEAMS/eCourt, etc.)</li> <li>• Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).</li> <li>• Perform searches and provide copies of documents, including document certification as required</li> <li>• Receive, examine, enter, file, issue and distribute court documents. Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.</li> <li>• Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.</li> <li>• Commission affidavits.</li> <li>• Distribute the Court’s judgments to the parties.</li> <li>• Prepare post-court paperwork, including bail orders, warrants of committal, release documents, etc.</li> <li>• Maintain the official court record.</li> </ul>			

COURT OF QUEEN'S BENCH ADMINISTRATION

LOCATION: COURT CENTRE, CALGARY

Address: 601 – 5 Street SW

DESW	Job Title	Classification	Schedule
1	Exhibits Supervisor	Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensures exhibits are properly identified, registered, stored, maintained and able to be accessed</li> <li>• Maintain security of exhibits</li> <li>• Enable access, return and/or destruction of exhibits.</li> <li>• Data entry – Accurate selection and entry of document/hearing activity codes and other data into court databases (JOIN/CASES, etc.)</li> </ul>			

DESW	Job Title	Classification	Schedule
35	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).</li> <li>• Ensure accuracy of the court record (endorsements &amp; FTR).</li> <li>• Review and prepare documentation for judiciary and parties.</li> <li>• Provision of information to public.</li> <li>• Perform searches and provide copies of documents, including document certification as required.</li> <li>• Provide procedural information.</li> <li>• Data entry – Accurate selection and entry of document/hearing activity codes and other data into court databases (JOIN/CASES, etc.)</li> <li>• Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).</li> <li>• Perform searches and provide copies of documents, including document certification as required</li> <li>• Receive, examine, enter, file, issue and distribute court documents. Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.</li> <li>• Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.</li> <li>• Act as Commissioner for Oaths.</li> <li>• Process and distribute documents.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Counter Supervisor	Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervision and scheduling of Counter clerks</li> <li>• Intake and vetting of proper documents conforming to the legislation and maintenance of court record</li> <li>• See also Senior Judicial Clerk duties above as there are very few clerks who do only counter duties.</li> </ul>			

DESW	Job Title	Classification	Schedule
5	Judicial Clerk	Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Courtroom management duties (e.g. setting matters for hearing, prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings)</li> <li>• Review and prepare documentation for judiciary and parties</li> </ul>			



- Provision of information to public
- Perform searches and provide copies of documents, including document certification as required.
- Provide procedural information
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into court databases (JOIN/CASES, etc.)
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required
- Receive, examine, enter, file, issue and distribute court documents. Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Act as Commissioner for Oaths
- Process and distribute of documents

DESW	Job Title	Classification	Schedule
1	Specialized Services Supervisor	Deputy Clerk	Monday to Friday 8:15 am -4:30 pm

#### Essential Service Work Functions

- Supervision and scheduling of Courtroom clerks
- Review of applications and documents and distribution of same to judiciary
- Duties of non-presiding Justice of the Peace
- Delegated duties (e.g. Deputy Clerk, Commissioner for Oaths)
- Identify workload pressures
- Audit accuracy of the court record (endorsements & FTR)
- Exhibit control audits
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into court databases (JOIN/CASES, etc.)
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required
- Receive, examine, enter, file, issue and distribute court documents. Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Documentation receipt, review and processing

DESW	Job Title	Classification	Schedule
1	Court Supervisor - Digital	Deputy Clerk	Monday to Friday 8:15 am -4:30 pm

#### Essential Service Work Functions

- Organizes and manages the jury management process for the judicial centre.
- Supporting the work of the judiciary, counsel and the public before, during and after court proceedings.
- Act as Deputy Sheriff maintains demographically balanced jury lists, summons juror, grants or denies exemption requests, and ensures jury guards are in attendance.
- Provide accurate procedural advice in response to inquiries from the public.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.

- Provide assistance to witnesses and jurors.
- Assist with the assignment and administration of all judicial clerks in the Queen's Bench Criminal/Jury Section.
- Exercises delegated authority as Deputy Clerk of the Court, Deputy Sheriff (Jury Act), Justice of the Peace, and Commissioner for Oaths.

DESW	Job Title	Classification	Schedule
1	Court Supervisor	Deputy Clerk	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Organizes and manages the jury management process for the judicial centre.
- Supporting the work of the judiciary, counsel and the public before, during and after court proceedings.
- As Deputy Sheriff maintains demographically balanced jury lists, summons juror, grants or denies exemption requests, and ensures jury guards are in attendance.
- Provide accurate procedural advice in response to inquiries from the public.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.
- Provide assistance to witnesses and jurors.
- Assist with the assignment and administration of all judicial clerks in the Queen's Bench Criminal/Jury Section.
- Exercises delegated authority as Deputy Clerk of the Court, Deputy Sheriff (Jury Act) Justice of the Peace, and Commissioner for Oaths.

DESW	Job Title	Classification	Schedule
1	Team Lead, Procedure Control	Administrative Support 4	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Supervise the creation and maintenance of court record, data entry, and recording of results (Chambers/trials, etc.)
- Service to customers accessing court documents/access to court files/provide information to creditors/answering procedural questions.

DESW	Job Title	Classification	Schedule
1	Records Disposition Clerk	Administrative Support 4	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Provide court record information to the Judiciary.
- Supports the maintenance, security and location of the court record.
- Maintains control of all files and documents entering and leaving the file rooms.
- Entry and interpretation of codes in CASES/JOIN to ensure proper placement and retrieval of court files.

DESW	Job Title	Classification	Schedule
3	Data Entry Clerk (Records/Procedure Control)	Administrative Support 3	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Creation and maintenance of court record, accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN, and recording of results (Chambers/trials, etc.)

- Service to customers accessing court documents/access to court files/provide information to creditors/answering procedural questions.

DESW	Job Title	Classification	Schedule
1	Surrogate/Bankruptcy Supervisor	Senior Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

#### Essential Service Work Functions

- Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Follow directions of the Court for preparation of court documents, such as orders, grants of probate, grants of administration, and limited grants.
- Set matters for hearings, and ensure daily court lists are prepared and updated.
- Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications.
- Provide accurate procedural advice in response to inquiries from public.
- Receive, examine, enter, file, issue and distribute court documents.
- Accurate selection and entry of document/hearing activity codes, financial information and other data into CASES/JOIN.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.
- Sign documents for the Clerk of the Court.
- Assess Bills of Costs (Party/Party and Solicitor /Client).
- Act as a commissioner for oaths.

DESW	Job Title	Classification	Schedule
1	Masters Chamber Supervisor	Senior Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

#### Essential Service Work Functions

- Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Follow directions of the Court for preparation of court documents.
- Set matters for hearings, and ensure daily court lists are prepared and updated.
- Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications.
- Provide accurate procedural advice in response to inquiries from public.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.
- Sign documents for the Clerk of the Court.
- Tax Bills of Costs (Party/Party and Solicitor /Client).
- Act as a commissioner for oaths.

DESW	Job Title	Classification	Schedule
1	Criminal Supervisor	Senior Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

#### Essential Service Work Functions

- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc.
- Set matters for hearings, and ensure daily court lists are prepared and updated.
- Scheduling of court clerks for judges' chambers, master's chambers and family law chambers,



including special applications.

- Provide accurate procedural advice in response to inquiries from public.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.
- Sign documents for the Clerk of the Court.
- Tax Bills of Costs (Party/Party and Solicitor /Client).
- Exercise delegated authority as Deputy Clerk of the Court, Deputy Sheriff (Jury Act), Justice of the Peace, and Commissioner for Oaths, as applicable.

DESW	Job Title	Classification	Schedule
1	Deputy Clerk (Criminal)	Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Organizes and manages the jury management process for the judicial centre.
- Supporting the work of the judiciary, counsel and the public before, during and after court proceedings. Ensures daily court lists are prepared and updated.
- As Deputy Sheriff maintains demographically balanced jury lists, summons juror, grants or denies exemption requests, and ensures jury guards are in attendance.
- Provide accurate procedural advice in response to inquiries from the public.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.
- Provide assistance to witnesses and jurors.
- Assist with the assignment and administration of all judicial clerks in the Queen's Bench Criminal/ Jury Section.
- Exercises delegated authority as Deputy Clerk of the Court, Deputy Sheriff (Jury Act) Justice of the Peace, and Commissioner for Oaths.

DESW	Job Title	Classification	Schedule
1	Justice Chambers Supervisor	Senior Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc.
- Set matters for hearings, and ensure daily court lists are prepared and updated.
- Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications.
- Provide accurate procedural advice in response to inquiries from public.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.
- Sign documents for the Clerk of the Court.
- Tax Bills of Costs (Party/Party and Solicitor /Client).
- Act as a commissioner for oaths.
- Exercise delegated authority as Deputy Clerk of the Court, Deputy Sheriff (Jury Act), Justice of the Peace, and Commissioner for Oaths, as applicable.

DESW	Job Title	Classification	Schedule
1	Family/Divorce Supervisor	Senior Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Follow directions of the Court for preparation of court documents.
- Set matters for hearings, and ensure daily court lists are prepared and distributed.
- Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications.
- Provide accurate procedural advice in response to inquiries from public.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.
- Sign documents for the Clerk of the Court.
- Assess Bills of Costs (Party/Party and Solicitor /Client).
- Act as a commissioner for oaths.
- Exercise delegated authority as Deputy Clerk of the Court, Justice of the Peace, and Commissioner for Oaths, as applicable.

DESW	Job Title	Classification	Schedule
2	Data Entry Clerk	Administrative Support 3	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Creation and maintenance of court record, accurate selection and entry of document/hearing activity codes and other data into CASES, and recording of results (Chambers/trials, etc.)
- Service to customers accessing court documents/access to court files/provide information to creditors/answering procedural questions.

DESW	Job Title	Classification	Schedule
1	Accounting Supervisor	Administration 1	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Ensures garnishment and order monies are paid in and out of court
- Maintain fax filing accounts.
- Perform cashier duties.
- Receive, examine, enter, file, issue and distribute court documents.
- Supervises the CASES system bank reconciliation
- Monitors letters of credit, lien bonds, trust accounts, and investments
- Quasi-judicial functions (Deputy clerk)

DESW	Job Title	Classification	Schedule
2	Accounting Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Ensures garnishment and order monies are paid in and out of court
- Maintain fax filing accounts
- Perform cashier duties.
- Receive, examine, enter, file, issue and distribute court documents.
- Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Supervises the CASES system bank reconciliation
- Monitors letters of credit, lien bonds, trust accounts, and investments
- Quasi-judicial functions (Deputy clerk)



**LOCATION: DRUMHELLER COURTHOUSE**

Address: 511 – 3 Avenue, Drumheller

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).</li> <li>• Ensuring accuracy of the court record (endorsements &amp; FTR).</li> <li>• Review and prepare documentation for judiciary and parties.</li> <li>• Provide accurate procedural information in response to inquiries from public.</li> <li>• Perform searches and provide copies of documents, including document certification as required.</li> <li>• Provide procedural information.</li> <li>• Data entry – Accurate selection and entry of document/hearing activity codes and other data into court databases (JOIN/CASES, etc.)</li> <li>• Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Act as Commissioner for Oaths.</li> <li>• Process and distribute of documents.</li> </ul>			

**LOCATION: LAW COURTS (1<sup>ST</sup> FLOOR), EDMONTON**

Address: 1A Churchill Square

Note: Modified work hours exist in this area with some file clerks starting an early shift at 7 am (7.25 hours) and a late shift ending at 5 pm (7.25 hours). These modified hours rotate between staff in the area.

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Accounting Supervisor	Administration 1	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensures garnishment and order monies are paid in and out of court</li> <li>• Maintain fax accounts</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Accurate selection and entry of document/hearing activity codes, financial information and other data into CASES.</li> <li>• Perform cashier duties.</li> <li>• Supervises the CASES system bank reconciliation</li> <li>• Monitors letters of credit, lien bonds, trust accounts, and investments</li> <li>• Quasi-judicial functions (sign or issue court documents as Deputy clerk, or on behalf of the Clerk of Court)</li> </ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Deputy Clerk Accounting	Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure administrative processes, policies, and procedures are maintained in order to support legislative and court-directed requirements.</li> <li>• Ensures garnishment and order monies are paid in and out of court</li> <li>• Maintain fax accounts</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Accurate selection and entry of document/hearing activity codes, financial information and other data into CASES.</li> </ul>			

- Perform cashier duties.
- Supervises the C.A.S.E.S system bank reconciliation
- Monitors letters of credit, lien bonds, trust accounts, and investments
- Quasi-judicial functions (sign or issue court documents as Deputy clerk, or on behalf of the Clerk of Court)

DESW	Job Title	Classification	Schedule
39	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm

#### Essential Service Work Functions

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Review and prepare documentation for judiciary and parties.
- Provision of information to public.
- Perform searches.
- Provide procedural information.
- Receive, examine, enter, file, issue and distribute court documents.
- Data entry – Accurate selection and entry of document/hearing activity codes, financial information and other data into the appropriate case management program (CASES/JOIN).
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required
- Receive, examine, enter, file, issue and distribute court documents. Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Act as Commissioner for Oaths.
- Process and distribute of documents.

DESW	Job Title	Classification	Schedule
1	Cashier - Accounting Clerk	Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

#### Essential Service Work Functions

- Intake of fees and fines pursuant to different pieces of legislation or Criminal Code of Canada.
- Provision of information to public, including procedural information, and perform searches.
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Data entry – Accurate selection and entry of document/hearing activity codes, financial information and other data into the appropriate case management program (CASES/JOIN).

DESW	Job Title	Classification	Schedule
1	Exhibits Supervisor	Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

#### Essential Service Work Functions

- Ensures exhibits are properly identified, registered, stored, maintained and able to be accessed
- Maintain security, continuity and safety of exhibits, and maintain security of physical premises.
- Supports the maintenance, security and location of the court record.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into the appropriate case management program (CASES/JOIN).

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
2	Exhibits Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensures exhibits are properly identified, registered, stored, maintained and able to be accessed</li> <li>• Maintain security, continuity and safety of exhibits, and maintain security of physical premises.</li> <li>• Supports the maintenance, security and location of the court record.</li> <li>• Data entry - Accurate selection and entry of document/hearing activity codes and other data into the appropriate case management program (CASES/JOIN).</li> </ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Surrogate/Bankruptcy Supervisor	Senior Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction in relation to Surrogate and Bankruptcy matters.</li> <li>• Follow directions of the Court for preparation of court documents, such as orders, grants of probate, grants of administration, and limited grants</li> <li>• Set matters for hearings, and ensure daily court lists are prepared and distributed.</li> <li>• Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications.</li> <li>• Provide accurate procedural advice in response to inquiries from public.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Accurate selection and entry of document/hearing activity codes, financial information and other data into CASES.</li> <li>• Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.</li> <li>• Sign documents for the Clerk of the Court.</li> <li>• Assess Bills of Costs (Party/Party and Solicitor /Client).</li> <li>• Act as a commissioner for oaths.</li> </ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Records Supervisor	Administration 1	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Organizing, administering and supervision of the Records Section, (including data entry, records technicians, and records dispositions clerks).</li> <li>• Ensuring proper documents coding and entry of documents into CASES, along with maintenance of the electronic and hard copy file systems.</li> <li>• Entry and interpretation of codes in CASES to ensure proper placement and retrieval of court files.</li> <li>• Maintains control of all files and documents entering and leaving the file rooms.</li> <li>• Ensure court records for the Court of Queen's Bench are accurate and easily accessible for the judiciary, litigants and Albertans.</li> </ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Deputy Clerk Records	Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			



- Supervise the creation and maintenance of court record, data entry, and recording of results (Chambers/trials, etc.)
- Service to customers accessing court documents/access to court files/provide information to creditors/answering procedural questions.
- Receive, examine, enter, file, issue and distribute court documents.
- Accurate selection and entry of document/hearing activity codes, financial information and other data into the appropriate case management program (CASES/JOIN).

DESW	Job Title	Classification	Schedule
1	Assistant Supervisor – Data Entry	Administrative Support 5	Monday to Friday 8:15 am - 4:30 pm

#### Essential Service Work Functions

- Supervise the creation and maintenance of court record, data entry, and recording of results (Chambers/trials, etc.)
- Service to customers, including accessing court documents/files, provide information to creditors, answering procedural questions.
- Receive, examine, enter, file, issue and distribute court documents.
- Accurate selection and entry of document/hearing activity codes, financial information and other data into the appropriate case management program (CASES/JOIN).

DESW	Job Title	Classification	Schedule
6	Data Entry Clerk	Administrative Support 3 or Administrative Support 4	Monday to Friday 8:15 am - 4:30 pm

#### Essential Service Work Functions

- Creation and maintenance of court record, data entry, and recording of results (Chambers/trials, etc.)
- Service to customers, including accessing court documents/files, provide information to creditors, answering procedural questions.
- Receive, examine, enter, file, issue and distribute court documents.
- Accurate selection and entry of document/hearing activity codes, financial information and other data into the appropriate case management program (CASES/JOIN).
- Ensure compliance with legislative and procedural requirements, including identification of documents/files to which access must be restricted (legislated or sealed by court order, publication bans, etc.).

DESW	Job Title	Classification	Schedule
1	Assistant Supervisor – Records Disposition	Administrative Support 5	Monday to Friday 8:15 am - 4:30 pm

#### Essential Service Work Functions

- Supervise the creation and maintenance of court record, data entry, and recording of results (Chambers/trials, etc.)
- Service to customers accessing court documents/access to court files/provide information to creditors/answering procedural questions.
- Receive, examine, enter, file, issue and distribute court documents.
- Accurate selection and entry of document/hearing activity codes, financial information and other data into the appropriate case management program (CASES/JOIN).
- Assist with the supervision and control of all files and records entering and leaving the file rooms.

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Criminal Supervisor	Senior Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.</li> <li>• Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc.</li> <li>• Set matters for hearings, and ensure daily court lists are prepared and updated.</li> <li>• Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications.</li> <li>• Provide accurate procedural advice in response to inquiries from public.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.</li> <li>• Oversee all administrative matters relating to the criminal court process, including arraignments, bail reviews, summary conviction appeals, juries, bail forfeitures, and trials deemed to be highly sensitive and complex in nature.</li> <li>• Exercise delegated authority as Deputy Clerk of the Court, Deputy Sheriff (Jury Act), Justice of the Peace, and Commissioner for Oaths.</li> <li>• Tax Bills of Costs (Party/Party and Solicitor /Client).</li> <li>• Act as a commissioner for oaths.</li> </ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Deputy Clerk	Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Organizes and manages the jury management process for the judicial centre.</li> <li>• Supporting the work of the judiciary, counsel and the public before, during and after court proceedings.</li> <li>• As Deputy Sheriff maintains demographically balanced jury lists, summons juror, grants or denies exemption requests, and ensures jury guards are in attendance.</li> <li>• Provide accurate procedural advice in response to inquiries from the public.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.</li> <li>• Provide assistance to witnesses and jurors.</li> <li>• Assist with the assignment and administration of all judicial clerks in the Queen's Bench Criminal/ Jury Section.</li> <li>• Exercises delegated authority as Deputy Clerk of the Court, Deputy Sheriff (Jury Act) Justice of the Peace, and Commissioner for Oaths.</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Civil Supervisor	Senior Deputy Clerk	Monday to Friday 8:15 am - 4:30pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.</li> <li>• Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc.</li> <li>• Set matters for hearings, and ensure daily court lists are prepared and distributed.</li> <li>• Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications.</li> <li>• Provide accurate procedural advice in response to inquiries from public.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.</li> <li>• Oversee all administrative matters relating to the civil court process, including arraignments, bail reviews, summary conviction appeals, juries, bail forfeitures, and trials deemed to be highly sensitive and complex in nature.</li> <li>• Exercise delegated authority as Deputy Clerk of the Court, Deputy Sheriff (Jury Act), Justice of the Peace, and Commissioner for Oaths.</li> <li>• Assess Bills of Costs (Party/Party and Solicitor /Client).</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Deputy Clerk Chambers	Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.</li> <li>• Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc.</li> <li>• Set matters for hearings, and ensure daily court lists are prepared, updated and distributed.</li> <li>• Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications.</li> <li>• Provide accurate procedural advice in response to inquiries from public.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.</li> <li>• Oversee all administrative matters relating to the civil and criminal court process, including arraignments, bail reviews, summary conviction appeals, juries, bail forfeitures, and trials deemed to be highly sensitive and complex in nature.</li> <li>• Exercise delegated authority as Deputy Clerk of the Court, Deputy Sheriff (Jury Act), Justice of the Peace, and Commissioner for Oaths, as applicable.</li> <li>• Assess Bills of Costs (Party/Party and Solicitor /Client).</li> <li>• Act as a commissioner for oaths.</li> </ul>			

DESW	Job Title	Classification	Schedule
4	Judicial Clerk	Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Prepare hearing lists and distribute list and materials to judges.</li> <li>• Courtroom preparation, management and support to judges.</li> <li>• Run digital recording (FTR), maintain clerk notes.</li> </ul>			



- Arrange for appearance of in-custody litigants.
- Communicate directions from the Court.
- Schedule appeals and applications.
- Notify trial court and judge of outcome of appeal.
- Assist public and legal community at counter.
- Explain procedure and processes.
- Data entry – Accurate selection and entry of document/hearing activity codes, financial information and other data into the appropriate case management program (CASES/JOIN).
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required
- Receive, examine, enter, file, issue and distribute court documents. Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Commission affidavits.
- Distribute the Court’s judgments to the parties.
- Prepare post-court paperwork, including bail orders, warrants of committal, release documents, etc.
- Maintain the official court record.

DESW	Job Title	Classification	Schedule
1	Family Supervisor	Senior Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Follow directions of the Court for preparation of court documents.
- Set matters for hearings, and ensure daily court lists are prepared and updated.
- Scheduling of court clerks for judges’ chambers, master’s chambers and family law chambers, including special applications.
- Provide accurate procedural advice in response to inquiries from public.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.
- Sign documents for the Clerk of the Court.
- Assess Bills of Costs (Party/Party and Solicitor /Client).
- Act as a commissioner for oaths.
- Exercise delegated authority as Deputy Clerk of the Court, Justice of the Peace, and Commissioner for Oaths, as applicable.

DESW	Job Title	Classification	Schedule
1	Adoptions/ Divorce Supervisor	Senior Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Follow directions of the Court for preparation of court documents.
- Set matters for hearings, and ensure daily court lists are prepared and distributed.
- Scheduling of court clerks for judges’ chambers, master’s chambers and family law chambers, including special applications.

- Provide accurate procedural advice in response to inquiries from public.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.
- Sign documents for the Clerk of the Court.
- Assess Bills of Costs (Party/Party and Solicitor /Client).
- Exercise delegated authority as Deputy Clerk of the Court, Justice of the Peace, and Commissioner for Oaths, as applicable.

**LOCATION: FORT MCMURRAY COURT HOUSE**

Address: 9700 Franklin Avenue, Fort McMurray

DESW	Job Title	Classification	Schedule
3	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary and parties.
- Provision of information to public.
- Perform searches and provide copies of documents, including document certification as required.
- Provide procedural information.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.
- Process and distribute of documents.

**LOCATION: GRANDE PRAIRIE**

Address: 10260 – 99 Street

DESW	Job Title	Classification	Schedule
1	Senior Deputy Clerk	Senior Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc.
- Set matters for hearings, and ensure daily court lists are prepared and distributed.
- Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications.
- Provide accurate procedural advice in response to inquiries from public.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.
- Oversee all administrative matters relating to the civil, family and criminal court process, including arraignments, bail reviews, summary conviction appeals, juries, bail forfeitures, and trials deemed to be highly sensitive and complex in nature.

- Exercise delegated authority as Deputy Clerk of the Court, Deputy Sheriff (Jury Act), Justice of the Peace, and Commissioner for Oaths, as applicable.
- Assess Bills of Costs (Party/Party and Solicitor /Client).

DESW	Job Title	Classification	Schedule
4	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary and parties.
- Provision of information to public.
- Perform searches and provide copies of documents, including document certification as required.
- Provide procedural information.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.
- Process and distribute of documents.

LOCATION: LETHBRIDGE, COURT HOUSE (MAIN FLOOR)  
Address: 320-4 Street South

DESW	Job Title	Classification	Schedule
1	Deputy Clerk	Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc.
- Set matters for hearings, and ensure daily court lists are prepared and distributed.
- Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications.
- Provide accurate procedural advice in response to inquiries from public.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.
- Oversee all administrative matters relating to the civil, family and criminal court process, including arraignments, bail reviews, summary conviction appeals, juries, bail forfeitures, and trials deemed to be highly sensitive and complex in nature.
- Exercise delegated authority as Deputy Clerk of the Court, Deputy Sheriff (Jury Act), Justice of the Peace, and Commissioner for Oaths, as applicable.
- Assess Bills of Costs (Party/Party and Solicitor /Client).



DESW	Job Title	Classification	Schedule
4	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.</li> <li>• Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).</li> <li>• Ensure accuracy of the court record (endorsements &amp; FTR).</li> <li>• Review and prepare documentation for judiciary and parties.</li> <li>• Provide information to public.</li> <li>• Perform searches and provide copies of documents, including document certification as required.</li> <li>• Provide procedural information.</li> <li>• Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Assess fees, collection of monies payable to court, issuance of receipts.</li> <li>• Act as Commissioner for Oaths.</li> <li>• Process and distribute of documents.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Judicial Clerk	Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.</li> <li>• Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).</li> <li>• Ensure accuracy of the court record (endorsements &amp; FTR).</li> <li>• Review and prepare documentation for judiciary and parties.</li> <li>• Provide information to public, including procedural information.</li> <li>• Perform searches and provide copies of documents, including document certification as required.</li> <li>• Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Assess fees, collection of monies payable to court, issuance of receipts.</li> <li>• Act as Commissioner for Oaths.</li> <li>•</li> </ul>			

**LOCATION: MEDICINE HAT**  
Address: 460 First Street S.E.

DESW	Job Title	Classification	Schedule
1	Court Coordinator	Administration 2	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Co-ordinate, schedule, monitor, and manages various types of court matters through case management and pre-trial coordination as well as assess, negotiate, coordinate, assign and monitor matters.</li> <li>• Liaise with the judiciary, court administration, lawyers, self-represented litigants, court and program staff, government agencies and the public.</li> <li>• Book all matters into courtrooms and before judges during regular sitting hours.</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary and parties.
- Provision of information to public, including procedural information.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.

LOCATION: PEACE RIVER, COURT HOUSE

Address: 9905 – 97 Avenue

DESW	Job Title	Classification	Schedule
3	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary and parties.
- Provision of information to public, including procedural information.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.

LOCATION: RED DEER, COURT HOUSE

Address: 4909 – 48 Avenue

DESW	Job Title	Classification	Schedule
1	Counter Supervisor	Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc.
- Set matters for hearings, and ensure daily court lists are prepared and distributed.
- Scheduling of court clerks for trials, judges' chambers, master's chambers and family law chambers, including special applications.

- Provide accurate procedural advice in response to inquiries from public.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.
- Oversee all administrative matters relating to the civil, family and criminal court process, including arraignments, bail reviews, summary conviction appeals, juries, bail forfeitures, and trials deemed to be highly sensitive and complex in nature.
- Exercise delegated authority as Deputy Clerk of the Court, Deputy Sheriff (Jury Act), Justice of the Peace, and Commissioner for Oaths, as applicable.
- Assess Bills of Costs (Party/Party and Solicitor /Client).

DESW	Job Title	Classification	Schedule
4 and 4 part time@.5	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm (part time employees and current schedules to be identified on eligibility list)

#### Essential Service Work Functions

- Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary and parties.
- Provision of information to public, including procedural information.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.
- Process and distribute of documents.

DESW	Job Title	Classification	Schedule
1	Judicial Clerk	Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm

#### Essential Service Work Functions

- Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary and parties.
- Provision of information to public, including procedural information.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.

LOCATION: ST.PAUL, MAIN FLOOR COURT HOUSE

Address: 4704 – 50 street, St. Paul

DESW	Job Title	Classification	Schedule
1	Senior Deputy Clerk/ Trial Coordinator	Senior Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc.
- Set matters for hearings, and ensure daily court lists are prepared and distributed.
- Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications.
- Provide accurate procedural advice in response to inquiries from public.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.
- Oversee all administrative matters relating to the civil, family and criminal court process, including arraignments, bail reviews, summary conviction appeals, juries, bail forfeitures, and trials deemed to be highly sensitive and complex in nature.
- Exercise delegated authority as Deputy Clerk of the Court, Deputy Sheriff (Jury Act), Justice of the Peace, and Commissioner for Oaths, as applicable.
- Assess Bills of Costs (Party/Party and Solicitor /Client).

DESW	Job Title	Classification	Schedule
4	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary and parties.
- Provision of information to public, including procedural information.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.

LOCATION: WETASKIWIN, MAIN FLOOR COURT HOUSE

Address: 4704 – 50 street, Wetaskiwin

DESW	Job Title	Classification	Schedule
1	Senior Deputy Clerk	Senior Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc.
- Set matters for hearings, and ensure daily court lists are prepared and distributed.
- Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications.
- Provide accurate procedural advice in response to inquiries from public.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.
- Oversee all administrative matters relating to the civil, family and criminal court process, including arraignments, bail reviews, summary conviction appeals, juries, bail forfeitures, and trials deemed to be highly sensitive and complex in nature.
- Exercise delegated authority as Deputy Clerk of the Court, Deputy Sheriff (Jury Act), Justice of the Peace, and Commissioner for Oaths, as applicable.
- Assess Bills of Costs (Party/Party and Solicitor /Client).

DESW	Job Title	Classification	Schedule
5	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary and parties.
- Provision of information to public, including procedural information.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.



**COURT OF QUEEN'S BENCH JUDICIAL**

**LOCATION: CALGARY COURT CENTRE**

Address: 601-5 Street SW, Calgary

DESW	Job Title	Classification	Schedule
4	Court Coordinator	Administration 2	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Co-ordinates, schedules, monitors, and manages various types of court matters through case management and pre-trial coordinating as well as assessing, negotiating, coordinating, assigning and monitoring matters
- Liaises with the judiciary, court administration, lawyers, self-represented litigants, court and program staff, government agencies and the public
- This position bears directly upon the Court's function of conducting hearings.
- Book all matters into courtrooms and before judges during regular sitting hours.

DESW	Job Title	Classification	Schedule
2	Judicial Assistant Team Lead	Legal Admin 3	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Responsible for assignment, control, organization and overall administration of judicial assistants
- Provides administrative support to the justices
- Prepares and formats judicial decisions to ensure stakeholders receive judgments in an effective and timely manner
- Manages all procedural requirements related to case management, judicial dispute resolution and pre-trial conferences.

DESW	Job Title	Classification	Schedule
12	Judicial Assistant	Legal Admin 2	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Provides administrative support to the justices.
- Booking of matters into judges' calendars, in particular urgent or time sensitive matters
- Booking case management meeting outside regular sitting hours
- Make judges' travel arrangements, in particular for circuiting
- Typing, formatting of Reasons for Judgment
- Communicating directly with litigants and their lawyers.

DESW	Job Title	Classification	Schedule
1	Assistant to Review and Assessment Officer / Case Management Counsel	Administrative Assistant 5	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Provides administrative support to the Review and Assessment Officer and the Case Management Counsel.
- Scheduling and coordination of all appointments for the Review and Assessment Officer in Calgary and Red Deer, and Case Management Counsel.
- Data entry into Court's document management system (CASES).
- Communicating directly with litigants, lawyers and other internal and external stakeholders.



DESW	Job Title	Classification	Schedule
1	Assistant to Court Coordinators	Administrative Support 3	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Provides administrative assistance to the Civil, Criminal, Judicial Dispute Resolution/Commercial and Case Management Court Coordinators to schedule matters.
- Schedule matters before the Review and Assessment Officers and the Case Management counsel
- Accept documents being filed at the Court Coordinators Office
- Draft, commission and have executed Case Management Orders and prepare certificates certifying Bills of Costs for Reviews and Assessments
- Create and maintain court record, recording of results (Chambers/trials, etc.)
- Data entry into court's document management system (CASES).
- Service to customers accessing court documents/access to court files/provide information to litigants or counsel/answering procedural questions.

LOCATION: EDMONTON - LAW COURTS BUILDING

Address: 6<sup>th</sup> floor South, 1 A Churchill Square

DESW	Job Title	Classification	Schedule
5	Court Coordinator	Administration 2	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Co-ordinates, schedules, monitors, and manages various types of court matters through case management and pre-trial coordinating as well as assessing, negotiating, coordinating, assigning and monitoring matters
- Liaises with the judiciary, court administration, lawyers, self-represented litigants, court and program staff, government agencies and the public
- Court Coordinators book all matters into courtrooms and before judges during regular sitting hours

DESW	Job Title	Classification	Schedule
2	Judicial Assistant Team Lead	Legal Admin 3	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Responsible for assignment, control, organization and overall administration of judicial assistants
- Provides administrative support to the justices
- Prepares and formats judicial decisions to ensure stakeholders receive judgments in an effective and timely manner
- Manages all procedural requirements related to case management, judicial dispute resolution and pre-trial conferences.

DESW	Job Title	Classification	Schedule
12	Judicial Assistant/ Review Office Assistant	Legal Admin 2	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Provides administrative support to the Justices and Review and Assessment Officers.
- Booking of matters into judges' and review officer's calendars, in particular urgent or time sensitive matters
- Booking case management meeting outside regular sitting hours
- Make judges' travel arrangements, in particular for circuiting

- Typing, formatting of Reasons for Judgment.
- Communicating directly with litigants, lawyers and other internal and external stakeholders.

DESW	Job Title	Classification	Schedule
3	Assistant to Review and Assessment Officer / Case Management Counsel	Administrative Assistant 4	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Provides administrative support to the Review and Assessment Officer and Case Management Counsel.
- Scheduling and coordination of all appointments for the Review and Assessment Officer and Case Management Counsel.
- Data entry into Court's document management system (CASES).
- Communicating directly with litigants, lawyers and other internal and external stakeholders.

DESW	Job Title	Classification	Schedule
1	Assistant to Court Coordinators	Administrative Assistant 3	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Provides administrative assistance to the Civil, Criminal, Judicial Dispute Resolution/Commercial and Case Management Court Coordinators to schedule matters.
- Schedule matters before the Review and Assessment Officers and the Case Management counsel
- Accept documents being filed at the Court Coordinators Office
- Draft, commission and have executed Case Management Orders and prepare certificates certifying Bills of Costs for Reviews and Assessments
- Create and maintain court record, recording of results (Chambers/trials, etc.)
- Data entry into court's document management system (CASES).
- Service to customers accessing court documents/access to court files/provide information to litigants or counsel/answering procedural questions.

LOCATION: LETHBRIDGE, MAIN FLOOR COURTHOUSE  
Address: 320-4 Street South

DESW	Job Title	Classification	Schedule
1	Trial Coordinator	Administration 2	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Co-ordinates, schedules, monitors, and manages various types of court matters through case management and pre-trial coordinating as well as assessing, negotiating, coordinating, assigning and monitoring matters
- Liaises with the judiciary, court administration, lawyers, self-represented litigants, court and program staff, government agencies and the public
- Court Coordinators book all matters into courtrooms and before judges during regular sitting hours

DESW	Job Title	Classification	Schedule
1	Judicial Assistant	Legal Admin 2	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Booking of matters into judges' calendars, in particular urgent or time sensitive matters
- Booking case management meeting outside regular sitting hours

- Make judges' travel arrangements, in particular for circuiting
- Typing, formatting of Reasons for Judgment
- Communicating directly with litigants, lawyers and other internal and external stakeholders.

**LOCATION: RED DEER, MAIN FLOOR COURTHOUSE**

Address: 4909- 48 Avenue

DESW	Job Title	Classification	Schedule
1	Trial Coordinator	Administration 1	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Co-ordinates, schedules, monitors, and manages various types of court matters through case management and pre-trial coordinating as well as assessing, negotiating, coordinating, assigning and monitoring matters
- Liaises with the judiciary, court administration, lawyers, self-represented litigants, court and program staff, government agencies and the public
- This position bears directly upon the Court's function of conducting hearings. Court Coordinators book all matters into courtrooms and before judges during regular sitting hours

DESW	Job Title	Classification	Schedule
1	Judicial Assistant	Legal Admin 2	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Booking of matters into judges' calendars, in particular urgent or time sensitive matters
- Booking case management meeting outside regular sitting hours
- Make judges' travel arrangements, in particular for circuiting
- Typing, formatting of Reasons for Judgment
- Communicating directly with litigants, lawyers and other internal and external stakeholders

**PROVINCIAL COURT ADMINISTRATION**

**PROVINCIAL COURT CIVIL**

**LOCATION: CALGARY COURT CENTRE (CCC)**

Address: 601- 5 Street SW, CCC, 6<sup>th</sup> floor

DESW	Job Title	Classification	Schedule
1	Court Administrator	Administration 2	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Provides supervision of administrative staff and oversees the preparation and filing of all legal documents and financial activity in connection with this court.
- Provide information to the Judiciary, litigants, legal counsel, agents, and other internal and external stakeholders. Provide accurate procedural advice in response to inquiries from public.
- Reviews and monitors files for data entry accuracy and quality control in compliance with established procedures.
- Review and monitor all financial activity in relation to receipt and disbursement of monies.
- Ensure documents filed at court counter adhere to the Provincial Court Act, Alberta Rules of Court, applicable legislation, and judicial direction.
- Follow directions of the Court for preparation of court documents.
- Set matters for hearings, and ensure daily court lists are prepared and distributed.
- Scheduling of judicial clerks for courtroom.
- Receive, examine, enter, file, issue and distribute court documents.

Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.

DESW	Job Title	Classification	Schedule
1	Data Entry Clerk	Administrative Support 3	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Data entry of files and endorsements from courtrooms. Entering of information necessary to prepare court orders and certificates of judgment.</li> <li>• Answer telephone inquiries.</li> <li>• Data entry duties. Accurate selection and entry of document/hearing activity codes, financial information and other data into CASES.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Trial Coordinator	Administrative Support 5	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Prepare judicial assignment schedule in accordance with procedures and guidelines set by the Assistant Chief Judge and submit for ACJ approval.</li> <li>• Screen and schedule matters for pre-trial conferences, case management, applications or trial and process adjournment requests and withdrawals.</li> <li>• Prepare and distribute documentation advising litigants of appearance date and time.</li> <li>• Assess and evaluate court files to determine protocol and legislative requirements have been met.</li> <li>• Monitor all cases and conferring on an ongoing basis with various stakeholders to ensure that cases will proceed.</li> <li>• Data entry duties. Accurate selection and entry of document/hearing activity codes, financial information and other data into CASES.</li> <li>• Work collaboratively and in consultation with the judicial sheduler.</li> <li>• Provide assistance to the various stakeholders and interpreting and answering procedural questions in relation to relevant legislation, policies, procedures and directions of the Court.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Civil Team Lead	Deputy Clerk	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provides supervision of administrative staff and oversees the preparation and filing of all legal documents and financial activity in connection with this court.</li> <li>• Provides effective liaison between the Judiciary, litigants, legal counsel, agents, and other internal and external stakeholders. Provide accurate procedural advice in response to inquiries from public.</li> <li>• Review and monitor files for data entry accuracy and quality control in compliance with established procedures.</li> <li>• Reviews and monitor all financial activity in relation to receipt and disbursement of monies.</li> <li>• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.</li> <li>• Follow directions of the Court for preparation of court documents.</li> <li>• Set matters for hearings, and ensure daily court lists are prepared and distributed.</li> <li>• Scheduling of judicial clerks for courtroom.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.</li> </ul>			



DESW	Job Title	Classification	Schedule
6	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary and parties.
- Provision of information to public, including procedural information.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.

**PROVINCIAL COURT CRIMINAL**

**LOCATION: CALGARY COURT CENTRE**

Address: 4<sup>th</sup> floor, North CCC, Calgary

DESW	Job Title	Classification	Schedule
1	Trial Coordinator	Administration 1	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Assess and evaluate court files to determine protocol and legislative requirements have been met.
- Assess and evaluate matters for case management purposes and actively case managing files in compliance with protocols defined by the Assistant Chief Judge.
- Monitor all cases and conferring on an ongoing basis with various stakeholders to ensure that cases will proceed.
- Compile, maintain and evaluate statistical data for the Assistant Chief Judge. Work collaboratively and in consultation with the judicial Scheduler.
- Identify and advise the assistant Chief Judge of any areas or issues requiring his attention.
- Efficiently manage the coordinating and scheduling of trials/hearings for all types of Provincial Court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Provide assistance to the various stakeholders and interpreting and answering procedural questions in relation to relevant legislation, policies, procedures and directions of the Court.
- Ensure that matters are ready to proceed to trial and that litigants and the Crown have access to the courts.
- Exercise delegated authority as Deputy Clerk of the Court, Non-Presiding Justice of the Peace, and Commissioner for Oaths.

DESW	Job Title	Classification	Schedule
5	Case Management Office / Counter Clerks	Senior Judicial Clerk	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Case Management duties
- Coordinate and schedule trials/hearings for all types of Provincial Court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Qualifying Sureties
- Provide time to pay on specified penalty offences
- Delegated duties on behalf of the Judiciary (i.e. Extension of TTP consideration, DNA, SOIRA, Order to Procure Attendance, handling all non-contested first appearances for criminal matters outside of the courtroom).
- Cashier duties for filing applications, fine payments, and other applications for court processes.
- Review and prepare documentation for judiciary and parties.
- Perform searches and provide copies of documents, including document certification as required.
- Receive, examine, enter, file, issue and distribute court documents.
- Release on court orders
- Witness/Interpreter arrangements and compensation
- Restitution and Bail disbursements
- Information (forms, regulated application forms, referrals to websites, etc.)
- Preparing return on applications for record suspension or U.S. entry waivers.
- Data entry – Accurate selection and entry of document/hearing activity codes, financial information and other data into the appropriate case management program (CASES/JOIN).
- Maintenance, continuity, control and cataloguing of exhibits.
- Search Warrant control.
- Courtroom Clerk Duties, as applicable

DESW	Job Title	Classification	Schedule
1	Trial Scheduler	Administrative Support 5	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Coordinate and schedule trials/hearings for all types of Provincial Court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Delegated duties on behalf of the Judiciary (i.e. Extension of TTP consideration, DNA, SOIRA, Order to Procure Attendance, handling all non-contested first appearances for criminal matters outside of the courtroom).
- Review and prepare documentation for judiciary and parties.
- Perform searches and provide copies of documents, including document certification as required.
- Receive, examine, enter, file, issue and distribute court documents.
- Data entry – Accurate selection and entry of document/hearing activity codes, financial information and other data into the appropriate case management program (CASES/JOIN).
- Information (forms, regulated application forms, referrals to websites, etc...)

DESW	Job Title	Classification	Schedule
3	Unit Supervisor	Deputy Clerk	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Supervision and scheduling of Courtroom clerks



- Review of applications and documents and distribution of same to judiciary
- Duties of non-presiding Justice of the Peace
- Delegated duties (e.g. Deputy Clerk, Commissioner for Oaths)
- Identify workload pressures
- Audit accuracy of the court record (endorsements & FTR)
- Exhibit control audits
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
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DESW	Job Title	Classification	Schedule
14	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am -4:30 pm

#### **Essential Service Work Functions**

- Courtroom Clerk Duties
- Case Management duties (where there is a Case Management Officer)
- Schedule trials/hearings for all types of Provincial Court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Qualifying Sureties
- Provide TTP on specified penalty offences
- Delegated duties on behalf of the Judiciary, i.e. Extension of TTP consideration, DNA, SOIRA, Order to Procure Attendance, handling all non-contested first appearances for criminal matters outside of the courtroom;
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Cashier duties for filing applications, fine payments, and other applications for court processes.
- Documentation preparation
- Release on court orders
- Witness/Interpreter arrangements and compensation
- Restitution and Bail disbursements
- Information (forms, regulated application forms, referrals to websites, etc...)
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Search Warrant control.

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
6	Judicial Clerk	Judicial Clerk	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary and parties.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Duties as non-presiding justice of the peace (e.g. issuance of process, swearing of Informations), if applicable.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.
- Setting hearings

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
2	Court Administrator	Administration 2	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Provides Supervision of Administrative staff and oversees the preparation and filing of all legal documents and financial activity in connection with this court.
- Provides effective liaison between the Judiciary, Crown, Defence Counsel, the Remand Centre and other interface agencies.
- Reviews and monitors files for data entry accuracy and quality control in compliance with established procedures.
- Reviews and monitors all financial activity in relation to receipt and disbursement of monies.
- Monitors expenditures and prepares the monthly variance report.
- Investigates and prepares appropriate reports for senior management on complaints that may have potential for civil liability.

DESW	Job Title	Classification	Schedule
2	Signing Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure documents filed at court counter adhere to applicable legislation and judicial direction.</li> <li>• Ensure accuracy of the court record (endorsements &amp; FTR).</li> <li>• Review and prepare documentation for judiciary and parties.</li> <li>• Delegated duties on behalf of the Judiciary (i.e. Extension of TTP consideration, DNA, SOIRA, Order to Procure Attendance, handling all non-contested first appearances for criminal matters outside of the courtroom).</li> <li>• Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).</li> <li>• Duties as non-presiding justice of the peace (e.g. issuance of process, swearing of Informations), if applicable.</li> <li>• Perform searches and provide copies of documents, including document certification as required.</li> <li>• Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Release on court orders.</li> <li>• Assess fees, collection of monies payable to court, issuance of receipts.</li> <li>• Act as Commissioner for Oaths.</li> </ul>			

DESW	Job Title	Classification	Schedule
5	Data Entry/Filing Clerk	Administrative Support 3	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Data entry of files and endorsements from courtrooms, Justice of the Peace and Hearing Office.</li> <li>• Entering of information necessary to prepare warrants, release documents and all other court orders.</li> <li>• Answer telephone inquiries.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Accounting Supervisor	Administrative Support 5	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Oversee the processing and disbursement of all monies received for payment of fines, bail, restitution, search fees, etc. in accordance with established policies and procedures.</li> <li>• Daily reconciliation of monies processed through the court, ensuring financial transactions are accounted for and balanced.</li> <li>• Review of financial reports for accuracy, and disbursement of monies for restitution, bail refunds, overpayment of fines, etc. ensuring all applicable policies are adhered to.</li> <li>• Data entry functions and filing of documents.</li> <li>• Oversee the processing of pardon applications, certificates of conviction, and activity related to the filing, retrieval and control of these files.</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Accounting Clerk	Administrative Support 3	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Process 'bring forward' requests.</li> <li>• Data entry functions, filing of documents, maintenance of remand and financial files.</li> <li>• Perform searches and provide copies of documents, including document certification as required.</li> </ul>			



- Assistance to internal and external customers (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Cashier duties.

DESW	Job Title	Classification	Schedule
1	Warrant Supervisor	Administrative Support 5	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Oversee the production, processing, and control of all warrants issued from the Calgary Provincial Court Criminal Division, including warrants for arrest, witness warrants, warrants upon conviction, fine option vouchers and time served entries from Correctional Institutions.
- Oversees the file control of all completed and future files for this area.
- Ensure documents filed or issued at court counter adhere to applicable legislation and judicial direction.
- Review and prepare documentation for judiciary and parties.
- Exercise authority as clerk of the court, non-presiding justice of the peace, and commissioner for oaths, as applicable.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.
- Receive, examine, enter, file, issue and distribute court documents.

DESW	Job Title	Classification	Schedule
3	Warrant Clerk	Administrative Support 3	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.
- Review and prepare documentation for judiciary and parties.
- Receive, examine, enter, file, issue and distribute court documents.
- Distribute original warrants for arrest, warrants for committal, witness warrants to appropriate agencies, perform warrant recalls, and accurate filing and maintenance of warrants.
- Pull files and data entry for add-on dockets, and files with future court dates.
- Perform searches and provide copies of documents, including document certification as required.

**PROVINCIAL COURT REGIONAL**

Address: 6<sup>th</sup> floor South Calgary Court Centre

DESW	Job Title	Classification	Schedule
1	Court Administrator	Administration 2	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Provides Supervision of Administrative staff and oversees the preparation and filing of all legal documents and financial activity in connection with this court.
- Provides effective liaison between the Judiciary, counsel and other interface agencies.
- Reviews and monitors files for data entry accuracy and quality control in compliance with established procedures.
- Reviews and monitors all financial activity in relation to receipt and disbursement of monies.
- Monitors expenditures and prepares the monthly variance report.
- Investigates and prepares appropriate reports for senior management on complaints that may have potential for civil liability.

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
2	Unit Supervisor	Deputy Clerk	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervision and scheduling of Courtroom clerks</li> <li>• Review of applications and documents and distribution of same to judiciary</li> <li>• Duties of non-presiding Justice of the Peace</li> <li>• Delegated duties (e.g. Deputy Clerk, Commissioner for Oaths)</li> <li>• Identify workload pressures</li> <li>• Audit accuracy of the court record (endorsements &amp; FTR)</li> <li>• Exhibit control audits</li> <li>• Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.</li> <li>• Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).</li> <li>• Perform searches and provide copies of documents, including document certification as required.</li> <li>• Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.</li> <li>• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Review and prepare documentation for judiciary and parties.</li> </ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
10	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Courtroom Clerk Duties</li> <li>• Case Management duties (where there is a Case Management Office)</li> <li>• Schedule trials/hearings for all types of Provincial Court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.</li> <li>• Qualifying Sureties</li> <li>• Provide TTP on specified penalty offences</li> <li>• Delegated duties on behalf of the Judiciary, i.e. Extension of TTP consideration, DNA, SOIRA, Order to Procure Attendance, handling all non-contested first appearances for criminal matters outside of the courtroom;</li> <li>• Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable</li> <li>• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.</li> <li>• Cashier duties for filing applications, fine payments, and other applications for court processes.</li> <li>• Documentation preparation</li> <li>• Release on court orders</li> <li>• Witness/Interpreter arrangements and compensation</li> <li>• Restitution and Bail disbursements</li> <li>• Information (forms, regulated application forms, referrals to websites, etc...)</li> <li>• Preparing return on applications for record suspension or U.S. entry waivers.</li> <li>• Maintenance, continuity, control and cataloguing of exhibits.</li> <li>• Search Warrant control.</li> <li>• Travel to circuit locations, as required.</li> </ul>			

DESW	Job Title	Classification	Schedule
9	Judicial Clerk	Judicial Clerk	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.</li> <li>• Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).</li> <li>• Ensure accuracy of the court record (endorsements &amp; FTR).</li> <li>• Review and prepare documentation for judiciary and parties.</li> <li>• Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).</li> <li>• Duties as non-presiding justice of the peace (e.g. issuance of process, swearing of Informations), if applicable.</li> <li>• Perform searches and provide copies of documents, including document certification as required.</li> <li>• Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Assess fees, collection of monies payable to court, issuance of receipts.</li> <li>• Act as Commissioner for Oaths.</li> <li>• Travel to circuit locations, as required.</li> </ul>			

**PROVINCIAL COURT FAMILY AND YOUTH**

Address: 2<sup>nd</sup> Floor North, Calgary Court Centre

DESW	Job Title	Classification	Schedule
1	Court Administrator	Administration 2	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provides Supervision of Administrative staff and oversees the preparation and filing of all legal documents and financial activity in connection with this court.</li> <li>• Provides effective liaison between the Judiciary, counsel and other interface agencies.</li> <li>• Reviews and monitors files for data entry accuracy and quality control in compliance with established procedures.</li> <li>• Reviews and monitors all financial activity in relation to receipt and disbursement of monies.</li> <li>• Monitors expenditures and prepares the monthly variance report.</li> <li>• Investigates and prepares appropriate reports for senior management on complaints that may have potential for civil liability.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Team Lead – Youth Clerks	Deputy Clerk	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervision and scheduling of Courtroom clerks</li> <li>• Review of applications and documents and distribution of same to judiciary</li> <li>• Duties of non-presiding Justice of the Peace, if applicable.</li> <li>• Delegated duties (e.g. Deputy Clerk, Commissioner for Oaths)</li> <li>• Identify workload pressures</li> <li>• Audit accuracy of the court record (endorsements &amp; FTR)</li> <li>• Exhibit control audits</li> <li>• Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.</li> </ul>			



- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
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DESW	Job Title	Classification	Schedule
18	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of Provincial Court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Review and prepare documentation for judiciary and parties.
- Provision of information to public, including procedural information.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.
- Process and distribute of documents.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable
- Cashier duties for filing applications, fine payments, and other applications for court processes.
- Witness/Interpreter arrangements and compensation
- Restitution and Bail disbursements
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.

DESW	Job Title	Classification	Schedule
1	Team Lead – Youth Documentation	Deputy Clerk	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Supervision and scheduling of Courtroom clerks
- Review of applications and documents and distribution of same to judiciary
- Duties of non-presiding Justice of the Peace
- Delegated duties (e.g. Deputy Clerk, Commissioner for Oaths)
- Identify workload pressures
- Audit accuracy of the court record (endorsements & FTR)
- Exhibit control audits

- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.

DESW	Job Title	Classification	Schedule
1	Waivers/Records Clerk	Administrative Support 3	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Data entry of files and endorsements from courtrooms, Justice of the Peace and Hearing Office.
- Entering of information necessary to prepare warrants, release documents and all other court orders.
- Answer telephone inquiries.
- Data entry and filing duties.
- Public counter duties – including. Cashier duties for filing applications, fine payments, and other applications for court processes.
- Restitution and Bail disbursements
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.

DESW	Job Title	Classification	Schedule
2	Judicial Clerk	Judicial Clerk	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary and parties.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Duties as non-presiding justice of the peace (e.g. issuance of process, swearing of Informations), if applicable.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN/CASES.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.

DESW	Job Title	Classification	Schedule
1	Team Lead – Family Documentation	Deputy Clerk	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Supervision and scheduling of Courtroom clerks
- Review of applications and documents and distribution of same to judiciary
- Duties of non-presiding Justice of the Peace
- Delegated duties (e.g. Deputy Clerk, Commissioner for Oaths)
- Identify workload pressures
- Audit accuracy of the court record (endorsements & FTR)
- Exhibit control audits
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.

DESW	Job Title	Classification	Schedule
1	Trial Coordinator	Administrative Support 5	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Prepare judicial assignment schedule in accordance with procedures and guidelines set by the Assistant Chief Judge and submit for ACJ approval.
- Screen and schedule matters for pre-trial conferences, case management, applications or trial and process adjournment requests and withdrawals.
- Prepare and distribute documentation advising litigants of appearance date and time.
- Assess and evaluate court files to determine protocol and legislative requirements have been met.
- Monitor all cases and conferring on an ongoing basis with various stakeholders to ensure that cases will proceed.
- Data entry duties. Accurate selection and entry of document/hearing activity codes, financial information and other data into CASES/JOIN.
- Compile, maintain and evaluate statistical data for the Assistant Chief Judge. Work collaboratively and in consultation with the judicial Scheduler.
- Provide assistance to the various stakeholders and interpreting and answering procedural questions in relation to relevant legislation, policies, procedures and directions of the Court.

DESW	Job Title	Classification	Schedule
2	Data/Records Clerk	Administrative Support 3	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Data entry of files and endorsements from courtrooms, Justice of the Peace and Hearing Office.
- Entering of information necessary to prepare warrants, release documents and all other court orders.
- Answer telephone inquiries.
- Data entry and filing duties.



## PROVINCIAL COURT TRAFFIC

Note: Calgary Traffic Operates a night shift Monday – Friday from 3 pm to 11 pm which requires DESW's of 1 Deputy Clerk and 3 Admin Support.

DESW	Job Title	Classification	Schedule
1	Court Administrator	Administration 2	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provides Supervision of Administrative staff and oversees the preparation and filing of all legal documents and financial activity in connection with this court.</li> <li>• Provides effective liaison between the Judiciary, Crown, Defence Counsel, the Remand Centre and other interface agencies.</li> <li>• Reviews and monitors files for data entry accuracy and quality control in compliance with established procedures.</li> <li>• Reviews and monitors all financial activity in relation to receipt and disbursement of monies.</li> <li>• Monitors expenditures and prepares the monthly variance report.</li> <li>• Investigates and prepares appropriate reports for senior management on complaints that may have potential for civil liability.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Supervisor Warrant Control	Administrative Support 5	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Oversee the production, processing, and control of all warrants issued from the Calgary Provincial Court Traffic Division, including warrants for arrest, witness warrants, warrants upon conviction, fine option vouchers and time served entries from correctional institutions.</li> <li>• Oversees the file control of all completed and future files for this area.</li> <li>• Ensure documents filed or issued at court counter adhere to applicable legislation and judicial direction.</li> <li>• Review and prepare documentation for judiciary and parties.</li> <li>• Exercise delegated authority as clerk of the court, non-presiding justice of the peace, and commissioner for oaths, as applicable.</li> <li>• Perform searches and provide copies of documents, including document certification as required.</li> <li>• Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> </ul>			

DESW	Job Title	Classification	Schedule
5	Warrant Control Clerk	Administrative Support 3	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.</li> <li>• Review and prepare documentation for judiciary and parties.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Distribute original warrants for arrest, warrants for committal, witness warrants to appropriate agencies, perform warrant recalls, and accurate filing and maintenance of warrants.</li> <li>• Pull files and data entry for add-on dockets, and files with future court dates.</li> <li>• Perform searches and provide copies of documents, including document certification as required.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Supervisor - Documentation	Deputy Clerk	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Supervision and scheduling of judicial clerks to courtroom or counter/registry duties, as appropriate.
- Review of applications and documents and distribution of same to judiciary
- Exercise delegated authority as clerk of the court, non-presiding justice of the peace, and commissioner for oaths, as applicable.
- Identify workload pressures
- Audit accuracy of the court record (endorsements & FTR)
- Exhibit control audits
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.

DESW	Job Title	Classification	Schedule
3	Documentation Clerk	Administrative Support 3	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Data entry of files and endorsements from courtrooms, Justice of the Peace and Hearing Office.
- Entering of information necessary to prepare warrants, court orders, and other court documents.
- Answer telephone inquiries.
- Receive, examine, enter, file, issue and distribute court documents.
- Perform searches and provide copies of documents, including document certification as required.

DESW	Job Title	Classification	Schedule
1	Supervisor Accounting	Administrative Support-05	Monday – Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Oversee the processing and disbursement of all monies received for payment of fines, bail, restitution, search fees, etc. in accordance with established policies and procedures.
- Daily reconciliation of monies processed, ensuring financial transactions are accounted for and balanced.
- Review of financial reports for accuracy, and disbursement of monies for restitution, bail refunds, overpayment of fines, etc. ensuring all applicable policies are adhered to.
- Data entry functions, filing and processing of documents.

DESW	Job Title	Classification	Schedule
6	Accounting/ File Control Clerk	Administrative Support 3	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Process brought forward requests.</li> <li>• Data entry functions, filing of documents, maintenance of remand and financial files.</li> <li>• Perform searches and provide copies of documents, including document certification as required.</li> <li>• Assistance to internal and external customers (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Team Lead Counter Services	Deputy Clerk	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervision and scheduling of counter services officers.</li> <li>• Quasi-judicial functions – e.g. accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions,, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.</li> <li>• Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).</li> <li>• Exercise delegated authority as clerk of the court, non-presiding justice of the peace, and commissioner for oaths, as required.</li> <li>• Identify workload pressures</li> <li>• Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN/CASES.</li> <li>• Review of applications and documents and distribution of same to judiciary</li> <li>• Documentation receipt, review and processing.</li> </ul>			

DESW	Job Title	Classification	Schedule
5	Counter Services Officer	Deputy Clerk	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Quasi-judicial functions – e.g. accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.</li> <li>• Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).</li> <li>• Exercise delegated authority as clerk of the court, non-presiding justice of the peace, and commissioner for oaths, as required.</li> <li>• Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN/CASES.</li> <li>• Review of applications and documents and distribution of same to judiciary</li> <li>• Documentation receipt, review and processing.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Team Lead – Cashier/Court Clerks	Deputy Clerk	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervision and scheduling of judicial clerks and court runners in the Traffic Division.</li> </ul>			



- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Duties as non-presiding justice of the peace (e.g. issuance of process, swearing of Informations), deputy clerk of the court, commissioner for oaths, as applicable.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN/CASES.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits.

DESW	Job Title	Classification	Schedule
6	Court/Counter Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am -4:30 pm

- Essential Service Work Functions**
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
  - Ensure accuracy of the court record (endorsements & FTR).
  - Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
  - Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
  - Review and prepare documentation for judiciary and parties.
  - Receive, examine, enter, file, issue and distribute court documents.
  - Duties as non-presiding justice of the peace (e.g. issuance of process, swearing of Informations), if applicable.
  - Perform searches and provide copies of documents, including document certification as required.
  - Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN/CASES.
  - Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits.
  - Act as Commissioner for Oaths.

DESW	Job Title	Classification	Schedule
1	Mail Production Supervisor	Administrative Support 5	Monday to Friday 8:15 am -4:30 pm

- Essential Service Work Functions**
- Supervision and scheduling of PTPC mail clerks.
  - Oversee the processing of incoming and outgoing mail (e.g. opening of mail, payment processing, and forwarding to applicable court location if required, etc.)
  - Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.

DESW	Job Title	Classification	Schedule
3	PTPC Mail Production Clerks	Administrative Support 3	Monday to Friday 8:15 am -4:30 pm

- Essential Service Work Functions**
- All administrative functions associated with processing violation tickets and all related incoming mail, including data entry into JOIN, processing payments, processing not guilty pleas.
  - Financial duties, reconciling and balancing payment transactions.
  - Forwarding requests/documents to appropriate base location.

DESW	Job Title	Classification	Schedule
1	Ticket Entry Supervisor	Administrative Support 5	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervision and scheduling of PTPC ticket entry clerks.</li> <li>• Oversee the processing of ticket entry for provincial traffic courts in the province (e.g. receive tickets from other court locations and agencies, entry of tickets and other court information into JOIN, and tickets returned, etc.)</li> <li>• Data entry – Ensure accurate selection and entry of data into JOIN.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Ticket Entry Clerks	Administrative Support 3	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• All administrative functions associated with processing violation tickets and all related incoming mail, including data entry into JOIN, processing payments, processing not guilty pleas.</li> <li>• Financial duties, reconciling and balancing payment transactions.</li> <li>• Forwarding requests/documents to appropriate base location.</li> </ul>			

LOCATION: CAMROSE  
Address: 5210 -49 Avenue

DESW	Job Title	Classification	Schedule
1	Senior Court Supervisor	Senior Deputy Clerk	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.</li> <li>• Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.</li> <li>• Provide procedural advice in response to inquiries from public.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.</li> <li>• Set matters for hearings, and ensure daily court lists are prepared and distributed.</li> <li>• Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc.</li> <li>• Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.</li> <li>• Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.</li> <li>• Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.</li> <li>• Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).</li> <li>• Financial duties</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.</li> <li>• Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).</li> <li>• Ensure accuracy of the court record (endorsements &amp; FTR).</li> <li>• Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.</li> <li>• Review and prepare documentation for judiciary and parties.</li> <li>• Provision of information to public, including procedural information.</li> <li>• Perform searches and provide copies of documents, including document certification as required.</li> <li>• Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Assess fees, collection of monies payable to court, issuance of receipts.</li> <li>• Act as Commissioner for Oaths.</li> <li>• Process and distribute of documents.</li> <li>• Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable</li> <li>• Cashier duties for filing applications, fine payments, other applications for court processes.</li> <li>• Witness/Interpreter arrangements and compensation</li> <li>• Restitution and Bail disbursements</li> <li>• Preparing return on applications for record suspension or U.S. entry waivers.</li> <li>• Maintenance, continuity, control and cataloguing of exhibits.</li> <li>• Warrant control.</li> <li>• Travel to circuit locations, as required.</li> </ul>			

**LOCATION: DRUMHELLER**

Address: 511-3 Avenue

DESW	Job Title	Classification	Schedule
1	Deputy Administrator	Senior Deputy Clerk	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.</li> <li>• Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc.</li> <li>• Set matters for hearings, and ensure daily court lists are prepared and distributed.</li> <li>• Supervision and scheduling of judicial clerks for courtroom and counter/registry duties.</li> <li>• Provide accurate procedural advice in response to inquiries from public.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.</li> <li>• Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.</li> <li>• Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.</li> </ul>			



DESW	Job Title	Classification	Schedule
3	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.</li> <li>• Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).</li> <li>• Ensure accuracy of the court record (endorsements &amp; FTR).</li> <li>• Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.</li> <li>• Review and prepare documentation for judiciary and parties.</li> <li>• Provision of information to public, including procedural information.</li> <li>• Perform searches and provide copies of documents, including document certification as required.</li> <li>• Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Assess fees, collection of monies payable to court, issuance of receipts.</li> <li>• Act as Commissioner for Oaths.</li> <li>• Process and distribute of documents.</li> <li>• Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable</li> <li>• Cashier duties for filing applications, fine payments, other applications for court processes.</li> <li>• Witness/Interpreter arrangements and compensation</li> <li>• Restitution and Bail disbursements</li> <li>• Preparing return on applications for record suspension or U.S. entry waivers.</li> <li>• Maintenance, continuity, control and cataloguing of exhibits.</li> <li>• Warrant control.</li> <li>• Travel to circuit locations, as required.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Judicial Clerk	Judicial Clerk	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.</li> <li>• Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).</li> <li>• Ensure accuracy of the court record (endorsements &amp; FTR).</li> <li>• Review and prepare documentation for judiciary and parties.</li> <li>• Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).</li> <li>• Duties as non-presiding justice of the peace (e.g. issuance of process, swearing of Informations), if applicable.</li> <li>• Perform searches and provide copies of documents, including document certification as required.</li> <li>• Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Assess fees, collection of monies payable to court, issuance of receipts.</li> <li>• Act as Commissioner for Oaths.</li> <li>• Travel to circuit locations, as required.</li> </ul>			

PROVINCIAL COURT CIVIL

LOCATION: EDMONTON LAW COURTS

Address: 1A Churchill Square 1<sup>st</sup> Floor North

DESW	Job Title	Classification	Schedule
1	Deputy Clerk	Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provides supervision of administrative staff and oversees the preparation and filing of all legal documents and financial activity in connection with this court.</li> <li>• Provides effective liaison between the Judiciary, litigants, legal counsel, agents, and other internal and external stakeholders. Provide accurate procedural advice in response to inquiries from public.</li> <li>• Reviews and monitors files for data entry accuracy and quality control in compliance with established procedures.</li> <li>• Reviews and monitors all financial activity in relation to receipt and disbursement of monies.</li> <li>• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.</li> <li>• Follow directions of the Court for preparation of court documents.</li> <li>• Set matters for hearings, and ensure daily court lists are prepared and distributed.</li> <li>• Scheduling of judicial clerks for courtroom.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Court Administrator	Administration 2	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provides supervision of administrative staff and oversees the preparation and filing of all legal documents and financial activity in connection with this court.</li> <li>• Provide information to the Judiciary, litigants, legal counsel, agents, and other internal and external stakeholders. Provide accurate procedural advice in response to inquiries from public.</li> <li>• Reviews and monitors files for data entry accuracy and quality control in compliance with established procedures.</li> <li>• Reviews and monitors all financial activity in relation to receipt and disbursement of monies.</li> <li>• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.</li> <li>• Follow directions of the Court for preparation of court documents.</li> <li>• Set matters for hearings, and ensure daily court lists are prepared and distributed.</li> <li>• Scheduling of judicial clerks for courtroom.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.</li> </ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
7	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.</li> <li>• Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).</li> <li>• Ensure accuracy of the court record (endorsements &amp; FTR).</li> <li>• Review and prepare documentation for judiciary and parties.</li> <li>• Provision of information to public, including procedural information.</li> <li>• Perform searches and provide copies of documents, including document certification as required.</li> <li>• Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Assess fees, collection of monies payable to court, issuance of receipts.</li> <li>• Act as Commissioner for Oaths.</li> <li>• Process and distribute of documents.</li> </ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Trial Coordinator	Administrative Support 5	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Prepare judicial assignment schedule in accordance with procedures and guidelines set by the Assistant Chief Judge and submit for ACJ approval.</li> <li>• Screen and schedule matters for pre-trial conferences, case management, applications or trial and process adjournment requests and withdrawals.</li> <li>• Prepare and distribute documentation advising litigants of appearance date and time.</li> <li>• Assess and evaluate court files to determine protocol and legislative requirements have been met.</li> <li>• Monitor all cases and conferring on an ongoing basis with various stakeholders to ensure that cases will proceed.</li> <li>• Data entry duties. Accurate selection and entry of document/hearing activity codes, financial information and other data into CASES.</li> <li>• Compile, maintain and evaluate statistical data for the Assistant Chief Judge. Work collaboratively and in consultation with the judicial Scheduler.</li> <li>• Provide assistance to the various stakeholders and interpreting and answering procedural questions in relation to relevant legislation, policies, procedures and directions of the Court.</li> </ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Data/Records Clerk	Administrative Support 3	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Data entry of files and endorsements from courtrooms.</li> <li>• Entering of information necessary to prepare court orders and certificates of judgment.</li> <li>• Answer telephone inquiries.</li> <li>• Data entry duties. Accurate selection and entry of document/hearing activity codes, financial information and other data into CASES.</li> </ul>			



PROVINCIAL COURT CRIMINAL

DESW	Job Title	Classification	Schedule
1	Court Administrator	Administration 2	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provides Supervision of Administrative staff and oversees the preparation and filing of all legal documents and financial activity in connection with this court.</li> <li>• Provides effective liaison between the Judiciary, Crown, Defence Counsel, the Remand Centre and other interface agencies.</li> <li>• Reviews and monitors files for data entry accuracy and quality control in compliance with established procedures.</li> <li>• Reviews and monitors all financial activity in relation to receipt and disbursement of monies.</li> <li>• Monitors expenditures and prepares the monthly variance report.</li> <li>• Investigates and prepares appropriate reports for senior management on complaints that may have potential for civil liability.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Supervisor – Search Warrant/Finished Filing	Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Oversee the production, processing, and control of all warrants issued from the court, including warrants for arrest, witness warrants, warrants upon conviction, fine option vouchers and time served entries from correctional institutions.</li> <li>• Oversee the file control of all completed and future files for this area.</li> <li>• Ensure documents filed or issued at court counter adhere to applicable legislation and judicial direction.</li> <li>• Review and prepare documentation for judiciary and parties.</li> <li>• Exercise authority as clerk of the court, non-presiding justice of the peace, and commissioner for oaths, as applicable.</li> <li>• Perform searches and provide copies of documents, including document certification as required.</li> <li>• Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Search Warrant Coordinator Backup	Senior Judicial Clerk	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Oversee the production, processing, and control of all warrants issued from the court, including warrants for arrest, witness warrants, warrants upon conviction, fine option vouchers and time served entries from correctional institutions.</li> <li>• Oversee the file control of all completed and future files for this area.</li> <li>• Ensure documents filed or issued at court counter adhere to applicable legislation and judicial direction.</li> <li>• Review and prepare documentation for judiciary and parties.</li> <li>• Exercise authority as clerk of the court, non-presiding justice of the peace, and commissioner for oaths, as applicable.</li> <li>• Perform searches and provide copies of documents, including document certification as required.</li> <li>• Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.</li> </ul>			

- Receive, examine, enter, file, issue and distribute court documents.

DESW	Job Title	Classification	Schedule
1	Record Suspension/ Concluded File Clerk	Administrative Support 4	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Data entry of files and endorsements from courtrooms, Justice of the Peace and Hearing Office.
- Entering of information necessary to prepare warrants, release documents and all other court orders/documents, and distribution of same.
- Answer telephone inquiries.
- Data entry duties.
- Processing of pardon applications, certificates of conviction, and activity related to the filing, retrieval and control of these files.
- File control activities for all completed and future files for this area.
- Ensure documents filed or issued at court counter adhere to applicable legislation and judicial direction.
- Review and prepare documentation for judiciary and parties.
- Perform searches and provide copies of documents, including document certification as required.

DESW	Job Title	Classification	Schedule
1	Team Lead – Documentation/Accounting	Senior Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Oversee the processing and disbursement of all monies received for payment of fines, bail, restitution, search fees, witness and interpreter expenses, etc. in accordance with established policies and procedures.
- Daily reconciliation of monies processed through the court, ensuring financial transactions are accounted for and balanced.
- Review of financial reports for accuracy, and disbursement of monies for restitution, bail refunds, overpayment of fines, etc. ensuring all applicable policies are adhered to.
- Data entry functions and filing of documents.
- Oversee the preparation and filing of all legal documents in connection with this court (convictions, warrants, summonses, informations, certificates, SOIRA orders, applications, etc.).
- Oversee the processing of pardon applications, certificates of conviction, and activity related to the filing, retrieval and control of these files, as applicable.

DESW	Job Title	Classification	Schedule
1	Assistant Supervisor	Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Ensure documents filed at court counter adhere to applicable legislation and judicial direction.
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary and parties.
- Delegated duties on behalf of the Judiciary (i.e. Extension of TTP consideration, DNA, SOIRA, Order to Procure Attendance, handling all non-contested first appearances for criminal matters outside of the courtroom).
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Duties as non-presiding justice of the peace (e.g. issuance of process, swearing of Informations), if applicable.

- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Release on court orders.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.

DESW	Job Title	Classification	Schedule
1	Signing Clerk	Judicial Clerk	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Ensure documents filed at court counter adhere to applicable legislation and judicial direction.
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary and parties.
- Delegated duties on behalf of the Judiciary (i.e. Extension of TTP consideration, DNA, SOIRA, Order to Procure Attendance, handling all non-contested first appearances for criminal matters outside of the courtroom).
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Duties as non-presiding justice of the peace (e.g. issuance of process, swearing of Informations), if applicable.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Release on court orders.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.

DESW	Job Title	Classification	Schedule
1	Accounting Clerk	Administrative Support 3	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Process brought forward requests.
- Data entry functions, filing of documents, maintenance of remand and financial files.
- Perform searches and provide copies of documents, including document certification as required.
- Assistance to internal and external customers (e.g. public counter duties, cashier duties, collection of fines and other funds, entering payment and accounting for trust monies).

DESW	Job Title	Classification	Schedule
8*	Data Entry Clerk	Administrative Support 3	Monday to Friday 8:15 am -4:30 pm *Require 1 DESW from 6:15am – 2:30 pm for overnight arrest documentation.

**Essential Service Work Functions**

- Data entry of files and endorsements from courtrooms, Justice of the Peace and Hearing Office.
- Entering of information necessary to prepare warrants.
- Answer telephone inquiries.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.



DESW	Job Title	Classification	Schedule
1	Team Lead – Counter, Case Management Officer, Trial Coordination	Senior Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm *Require 1 DESW from 7:15am – 3:15pm for overnight arrest documentation. *Require 1 DESW from 10am – 6pm for overnight arrest documentation.

#### Essential Service Work Functions

- Case Management duties
- Coordinate and schedule trials/hearings for all types of Provincial Court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Qualifying Sureties
- Provide time to pay on specified penalty offences
- Delegated duties on behalf of the Judiciary (i.e. Extension of TTP consideration, DNA, SOIRA, Order to Procure Attendance, handling all non-contested first appearances for criminal matters outside of the courtroom).
- Cashier duties for filing applications, fine payments, and other applications for court processes.
- Documentation preparation
- Release on court orders
- Witness/Interpreter arrangements and compensation
- Restitution and Bail disbursements
- Information (forms, regulated application forms, referrals to websites, etc...)
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.
- Maintenance, continuity, control and cataloguing of exhibits.
- Search Warrant control.
- Courtroom Clerk Duties, as applicable

DESW	Job Title	Classification	Schedule
4	Unit Supervisor	Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

#### Essential Service Work Functions

- Supervision and scheduling of courtroom and/or counter/registry clerks.
- Review of applications and documents and distribution of same to judiciary.
- Duties of non-presiding Justice of the Peace
- Delegated duties (i.e.: Deputy Clerk, Commissioner for Oaths.)
- Identify work load pressures.
- Audit accuracy of the court record (endorsements and FTR).
- Exhibit control audits.
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Documentation receipt, review and processing.

DESW	Job Title	Classification	Schedule
27	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Courtroom Clerk Duties</li> <li>• Case Management duties (where there is a Case Management Officer)</li> <li>• Schedule trials/hearings for all types of Provincial Court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.</li> <li>• Qualifying Sureties – Determine the adequacy of a surety when an accused is applying for judicial interim release.</li> <li>• Provide TTP on specified penalty offences</li> <li>• Delegated duties on behalf of the Judiciary, i.e. - Extension of TTP consideration, DNA, SOIRA, Order to Procure Attendance, handling all non-contested first appearances for criminal matters outside of the courtroom.</li> <li>• Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable</li> <li>• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.</li> <li>• Cashier duties for filing applications, fine payments, and other applications for court processes.</li> <li>• Documentation preparation</li> <li>• Release on court orders</li> <li>• Witness/Interpreter arrangements and compensation</li> <li>• Restitution and Bail disbursements</li> <li>• Information (forms, regulated application forms, referrals to websites, etc...)</li> <li>• Preparing return on applications for record suspension or U.S. entry waivers.</li> <li>• Maintenance, continuity, control and cataloguing of exhibits.</li> <li>• Search Warrant control.</li> </ul>			

### PROVINCIAL COURT FAMILY AND YOUTH

Address: 1<sup>st</sup> floor North, Edmonton Law Courts

DESW	Job Title	Classification	Schedule
1	Court Administrator	Administration 2	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervise administrative staff and oversee the preparation and filing of all legal documents and financial activity in connection with this court.</li> <li>• Provide effective liaison between the judiciary, counsel and other interface agencies.</li> <li>• Review and monitor files for data entry accuracy and quality control in compliance with established procedures.</li> <li>• Review and monitor all financial activity in relation to receipt and disbursement of monies.</li> <li>• Monitor expenditures and prepares the monthly variance report.</li> <li>• Investigates and prepares appropriate reports for senior management on complaints that may have potential for civil liability.</li> </ul>			



DESW	Job Title	Classification	Schedule
1	Senior Deputy Clerk	Senior Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervision and scheduling of courtroom and/or counter/registry clerks.</li> <li>• Review of applications and documents and distribution of same to judiciary.</li> <li>• Duties of non-presiding Justice of the Peace</li> <li>• Delegated duties (i.e.: Deputy Clerk, Commissioner for Oaths.)</li> <li>• Identify work load pressures.</li> <li>• Audit accuracy of the court record (endorsements and FTR).</li> <li>• Exhibit control audits.</li> <li>• Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.</li> <li>• Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).</li> <li>• Perform searches and provide copies of documents, including document certification as required.</li> <li>• Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.</li> <li>• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Review and prepare documentation for judiciary and parties.</li> <li>•</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Counter Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.</li> <li>• Review and prepare documentation for judiciary and parties.</li> <li>• Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).</li> <li>• Duties as non-presiding justice of the peace (e.g. issuance of process, swearing of Informations), if applicable.</li> <li>• Perform searches and provide copies of documents, including document certification as required.</li> <li>• Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Assess fees, collection of monies payable to court, issuance of receipts.</li> <li>• Act as Commissioner for Oaths.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Counter Clerk	Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.</li> <li>• Review and prepare documentation for judiciary and parties.</li> <li>• Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).</li> <li>• Duties as non-presiding justice of the peace (e.g. issuance of process, swearing of Informations), if applicable.</li> <li>• Perform searches and provide copies of documents, including document certification as required.</li> </ul>			



- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.

DESW	Job Title	Classification	Schedule
1	Admin Support	Administrative Support 4	Monday to Friday 8:15 am -4:30 pm

- Essential Service Work Functions**
- Process 'bring forward' requests.
  - Data entry functions, filing of documents, maintenance of court and financial files.
  - Perform searches and provide copies of documents, including document certification as required.
  - Assistance to internal and external customers (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
  - Cashier duties, as required

DESW	Job Title	Classification	Schedule
1	Admin Support	Administrative Support 3	Monday to Friday 8:15 am -4:30 pm

- Essential Service Work Functions**
- Process and bring forward requests.
  - Data entry functions, filing of documents, maintenance of court and financial files.
  - Perform searches and provide copies of documents, including document certification as required.
  - Assistance to internal and external customers (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
  - Cashier duties, as required

DESW	Job Title	Classification	Schedule
1	Team Lead – ISO/Family Orders Deputy Clerk	Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

- Essential Service Work Functions**
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
  - Review and prepare documentation for judiciary and parties, including the drafting of court orders.
  - Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
  - Perform searches and provide copies of documents, including document certification as required.
  - Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
  - Receive, examine, enter, file, issue and distribute court documents.
  - Assess fees, collection of monies payable to court, issuance of receipts.
  - Act as Commissioner for Oaths.

DESW	Job Title	Classification	Schedule
11	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm *Require 1 DESW from 7:30am – 3:30 pm for overnight arrest documentation

- Essential Service Work Functions**
- Ensure documents filed or issued at court counter adhere to applicable legislation, and judicial direction.
  - Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving

exhibits, liaising with judges, prepare courtrooms, facilitating hearings).

- Ensure accuracy of the court record (endorsements & FTR).
- Set matters for hearings, and ensure daily court lists are prepared and distributed.
- Review and prepare documentation for judiciary and parties, including the drafting of court orders.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Duties as non-presiding justice of the peace (e.g. issuance of process, swearing of Informations), if applicable.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.

DESW	Job Title	Classification	Schedule
1	Team Lead – Court Clerks	Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Ensure documents filed or issued at court counter adhere to applicable legislation, and judicial direction.
- Set matters for hearings, and ensure daily court lists are prepared and distributed.
- Supervision and scheduling of judicial clerks for courtroom and counter/registry duties.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary and parties.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Duties as non-presiding justice of the peace (e.g. issuance of process, swearing of Informations), if applicable.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.

**PROVINCIAL COURT TRAFFIC**

DESW	Job Title	Classification	Schedule
1	Court Administrator	Administration 2	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Supervision of administrative staff and oversee the preparation and filing of all legal documents and financial activity in connection with this court.
- Provides effective liaison between the Judiciary, Crown, Defence Counsel, the Remand Centre and other interface agencies.
- Review and monitor files for data entry accuracy and quality control in compliance with established procedures.
- Review and monitor all financial activity in relation to receipt and disbursement of monies.

- Monitor expenditures and prepare the monthly variance report.
- Investigate and prepare appropriate reports for senior management on complaints that may have potential for civil liability.

DESW	Job Title	Classification	Schedule
1	Team Lead – Documentation/Accounting	Senior Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

#### Essential Service Work Functions

- Supervision and scheduling of judicial clerks to courtroom or counter/registry duties, as appropriate.
- Oversee the processing and disbursement of all monies received for payment of fines, bail, restitution, search fees, etc. in accordance with established policies and procedures.
- Review of applications and documents and distribution of same to judiciary
- Exercise delegated authority as clerk of the court, non-presiding justice of the peace, and commissioner for oaths, as applicable.
- Identify workload pressures
- Audit accuracy of the court record (endorsements & FTR)
- Exhibit control audits
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.

DESW	Job Title	Classification	Schedule
1	Accounting Supervisor	Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

#### Essential Service Work Functions

- Oversee the processing and disbursement of all monies received for payment of fines, bail, restitution, search fees, etc. in accordance with established policies and procedures.
- Daily reconciliation of monies processed, ensuring financial transactions are accounted for and balanced.
- Review of financial reports for accuracy, and disbursement of monies for restitution, bail refunds, overpayment of fines, etc. ensuring all applicable policies are adhered to.
- Data entry functions, filing and processing of documents.

DESW	Job Title	Classification	Schedule
6	Accounting Clerk	Administrative Support 3	Monday to Friday 8:15 am -4:30 pm

#### Essential Service Work Functions

- Process brought forward requests.
- Data entry functions, filing of documents, maintenance of remand and financial files.
- Perform searches and provide copies of documents, including document certification as required.
- Assistance to internal and external customers (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Cashier duties, as required.



DESW	Job Title	Classification	Schedule
1	Documentation Lead	Administrative Support 4	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervision and scheduling of judicial clerks to courtroom or counter/registry duties, as appropriate.</li> <li>• Review of applications and documents and distribution of same to judiciary</li> <li>• Exercise delegated authority as clerk of the court, non-presiding justice of the peace, and commissioner for oaths, as applicable.</li> <li>• Identify workload pressures</li> <li>• Audit accuracy of the court record (endorsements &amp; FTR)</li> <li>• Exhibit control audits</li> <li>• Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.</li> <li>• Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).</li> <li>• Perform searches and provide copies of documents, including document certification as required.</li> <li>• Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.</li> <li>• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Review and prepare documentation for judiciary and parties.</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Documentation/ File Clerk	Administrative Support 3	Monday to Friday 8:15 am -4:30 pm *May require some DESW to work from 7:30am – 3:30 pm for early morning reports, docket prep, and endorsement.
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Data entry of files and endorsements from courtrooms, Justice of the Peace and Hearing Office.</li> <li>• Entering of information necessary to prepare warrants, court orders, and other court documents.</li> <li>• Answer telephone inquiries.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Perform searches and provide copies of documents, including document certification as required.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Team Lead – Court Counter Service	Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervision and scheduling of counter services officers.</li> <li>• Quasi-judicial functions – e.g. accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.</li> <li>• Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).</li> <li>• Exercise delegated authority as clerk of the court, non-presiding justice of the peace, and commissioner for oaths, as required.</li> <li>• Identify workload pressures</li> <li>• Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.</li> </ul>			

- Review of applications and documents and distribution of same to judiciary
- Documentation receipt, review and processing.

DESW	Job Title	Classification	Schedule
10	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Quasi-judicial functions – e.g. accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary and parties.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Duties as non-presiding justice of the peace (e.g. issuance of process, swearing of Informations), if applicable.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN/CASES.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits.
- Act as Commissioner for Oaths.
- 

**LOCATION: FORT MCMURRAY COURT HOUSE**

Address: 9700 Franklin Avenue

DESW	Job Title	Classification	Schedule
1	Senior Court Supervisor	Senior Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- 
- Perform duties of judicial clerk / senior judicial clerk as required.



<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
3	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, and prepare courtrooms, facilitating hearings).</li> <li>• Ensure accuracy of the court record (endorsements &amp; FTR).</li> <li>• Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.</li> <li>• Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).</li> <li>• Perform searches and provide copies of documents, including document certification as required.</li> <li>• Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.</li> <li>• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Review and prepare documentation for judiciary and parties.</li> <li>• Act as Commissioner for Oaths.</li> <li>• Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.</li> <li>• Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.</li> <li>• Cashier duties for filing applications, fine payments, and other applications for court processes.</li> <li>• Witness/Interpreter arrangements and compensation.</li> <li>• Restitution and Bail disbursements.</li> <li>• Preparing return on applications for record suspension or U.S. entry waivers.</li> <li>• Maintenance, continuity, control and cataloguing of exhibits.</li> <li>• Warrant control.</li> <li>• Travel to circuit locations, as required.</li> </ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
5	Judicial Clerk	Judicial Clerk	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, and prepare courtrooms, facilitating hearings).</li> <li>• Ensure accuracy of the court record (endorsements &amp; FTR).</li> <li>• Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.</li> <li>• Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).</li> <li>• Perform searches and provide copies of documents, including document certification as required.</li> <li>• Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.</li> <li>• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Review and prepare documentation for judiciary and parties.</li> <li>• Act as Commissioner for Oaths.</li> <li>• Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.</li> </ul>			



- Witness/Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

LOCATION: FORT SASKATCHEWAN COURT HOUSE  
Address: 10504 - 100 Avenue

DESW	Job Title	Classification	Schedule
1	Senior Court Supervisor	Senior Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW	Job Title	Classification	Schedule
3	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, and prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.

- Cashier duties for filing applications, fine payments, and other applications for court processes.
- Witness/Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

DESW	Job Title	Classification	Schedule
1	Judicial Clerk	Judicial Clerk	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, and prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Witness/Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

**LOCATION: GRANDE PRAIRIE COURT HOUSE**

Address: 10260-99 Street

DESW	Job Title	Classification	Schedule
1	Senior Court Supervisor	Senior Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders,

warrants, summonses, subpoenas, quash/nullify tickets, etc.

- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW	Job Title	Classification	Schedule
10	Senior Judicial Clerk	Senior Judicial Clerk	Monday – Friday 8:15 am - 4:30 pm

**Essential Service Work Functions**

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, and prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, and other applications for court processes.
- Witness/Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

**LOCATION: HEARING OFFICE CALGARY**

Address: 2<sup>nd</sup> floor, Calgary Court Centre

DESW	Job Title	Classification	Schedule
1	Senior Supervisor	Senior Deputy Clerk	*All shifts to continue as per normal. Shift schedule to be provided with eligibility list. Office open 24 hours, 7 days a week

**Essential Service Work Functions**

- Oversee all administrative matters relating to the Calgary Hearing Office.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Oversee collection of fines and bail monies, and ensure all monies received are balanced and reconciled daily as per audit guidelines, prepare bank deposit, ensuring security of all monies



received.

- Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – Issue process, release accused on bail orders, receive applications on seized items and issue orders, review/sign subpoenas, interview/qualify sureties, swear informations and confirm/cancel police process, adjourn matters in absence of judge, etc.
- Ensure documents filed at court counter or issued by the court adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines/bail and other funds, entering payment and accounting for trust monies).
- Maintain secure control of all Information to Obtain and Warrants, and forward to warrant clerk at respective base court locations.
- Perform duties of judicial clerk/senior judicial clerk as required.

DESW	Job Title	Classification	Schedule
4	Hearing Office Supervisor	Deputy Clerk	*All shifts to continue as per normal. Shift schedule to be provided with eligibility list. Office open 24 hours, 7 days a week

**Essential Service Work Functions**

- Oversee all administrative matters relating to the Calgary Hearing Office.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Oversee collection of fines and bail monies, and ensure all monies received are balanced and reconciled daily as per audit guidelines, prepare bank deposit, ensuring security of all monies received.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – Issue process, release accused on bail orders, receive applications on seized items and issue orders, review/sign subpoenas, interview/qualify sureties, swear informations and confirm/cancel police process, adjourn matters in absence of judge, etc.
- Ensure documents filed at court counter or issued by the court adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines/bail and other funds, entering payment and accounting for trust monies).
- Maintain secure control of all Information to Obtain and Warrants, and forward to warrant clerk at respective base court locations.
- Perform duties of judicial clerk/senior judicial clerk as required.

DESW	Job Title	Classification	Schedule
7	Senior Judicial Clerk	Senior Judicial Clerk	*All shifts to continue as per normal. Shift schedule to be provided with eligibility list. Office open 24 hours, 7 days a week

**Essential Service Work Functions**

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, and prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – Issue process, release accused on bail orders, receive applications on seized items and issue orders, review/sign subpoenas, interview/qualify sureties, swear informations and confirm/cancel police process, adjourn matters in absence of judge, etc.
- Ensure documents filed at court counter or issued by the court adhere to applicable legislation, and judicial direction. Review and prepare documentation for judiciary and parties.
- Receive, examine, enter, file, issue and distribute court documents.
- Cashier duties for filing applications, collection of fines and bail monies, and ensure all monies received are balanced and reconciled daily as per audit guidelines, prepare bank deposit, ensuring security of all monies received.
- Maintain secure control of all Information to Obtain and Warrants, and forward to warrant clerk at respective base court locations.
- Release Clerk (Calgary Remand Centre) – Review bail orders and/or court ordered endorsements and effect release, explaining all terms and obligations of release conditions (i.e. recognizance, undertaking, conditions, probation orders, prohibition orders, peace bonds, etc.) and ensure same is understood by the accused/offended.

DESW	Job Title	Classification	Schedule
8	Judicial Clerk	Judicial Clerk	*All shifts to continue as per normal. Shift schedule to be provided with eligibility list. Office open 24 hours, 7 days a week

**Essential Service Work Functions**

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, and prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.

- Quasi-judicial functions – Issue process, release accused on bail orders, receive applications on seized items and issue orders, review/sign subpoenas, interview/qualify sureties, swear informations and confirm/cancel police process, adjourn matters in absence of judge, etc.
- Ensure documents filed at court counter or issued by the court adhere to applicable legislation, and judicial direction. Review and prepare documentation for judiciary and parties.
- Receive, examine, enter, file, issue and distribute court documents.
- Cashier duties for filing applications, collection of fines and bail monies, and ensure all monies received are balanced and reconciled daily as per audit guidelines, prepare bank deposit, ensuring security of all monies received.
- Maintain secure control of all Information to Obtain and Warrants, and forward to warrant clerk at respective base court locations.

**LOCATION: HEARING OFFICE EDMONTON**

Address: Main floor, Brownlee Bldg. 10365-97 Street

DESW	Job Title	Classification	Schedule
1	Senior Supervisor, Bail Office	Senior Deputy Clerk	*All shifts to continue as per normal. Shift schedule to be provided with eligibility list. Shifts cover 7:30 am - 1:30 am 7 day per week

**Essential Service Work Functions**

- Oversee all administrative matters relating to the Calgary Hearing Office.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Oversee collection of fines and bail monies, and ensure all monies received are balanced and reconciled daily as per audit guidelines, prepare bank deposit, ensuring security of all monies received.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – Issue process, release accused on bail orders, receive applications on seized items and issue orders, review/sign subpoenas, interview/qualify sureties, swear informations and confirm/cancel police process, adjourn matters in absence of judge, etc.
- Ensure documents filed at court counter or issued by the court adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines/bail and other funds, entering payment and accounting for trust monies).
- Maintain secure control of all Information to Obtain and Warrants, and forward to warrant clerk at respective base court locations.
- Perform duties of judicial clerk/senior judicial clerk as required.

DESW	Job Title	Classification	Schedule
2	Supervisor Hearing Office	Deputy Clerk	*All shifts to continue as per normal. Shift schedule to be provided with eligibility list. Shifts cover 7:30 am - 1:30 am 7 day per week



**Essential Service Work Functions**

- Oversee all administrative matters relating to the Calgary Hearing Office.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Oversee collection of fines and bail monies, and ensure all monies received are balanced and reconciled daily as per audit guidelines, prepare bank deposit, ensuring security of all monies received.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – Issue process, release accused on bail orders, receive applications on seized items and issue orders, review/sign subpoenas, interview/qualify sureties, swear informations and confirm/cancel police process, adjourn matters in absence of judge, etc.
- Ensure documents filed at court counter or issued by the court adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines/bail and other funds, entering payment and accounting for trust monies).
- Maintain secure control of all Information to Obtain and Warrants, and forward to warrant clerk at respective base court locations.
- Perform duties of judicial clerk/senior judicial clerk as required.

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Supervisor Night Shift	Deputy Clerk	*All shifts to continue as per normal. Shift schedule to be provided with eligibility list. Shifts cover 7:30 am - 1:30 am 7 day per week

**Essential Service Work Functions**

- Oversee all administrative matters relating to the Calgary Hearing Office.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Oversee collection of fines and bail monies, and ensure all monies received are balanced and reconciled daily as per audit guidelines, prepare bank deposit, ensuring security of all monies received.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – Issue process, release accused on bail orders, receive applications on seized items and issue orders, review/sign subpoenas, interview/qualify sureties, swear informations and confirm/cancel police process, adjourn matters in absence of judge, etc.
- Ensure documents filed at court counter or issued by the court adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines/bail and other funds, entering payment and accounting for trust monies).

- Maintain secure control of all Information to Obtain and Warrants, and forward to warrant clerk at respective base court locations.
- Perform duties of judicial clerk/senior judicial clerk as required.

DESW	Job Title	Classification	Schedule
8	Senior Judicial Clerk	Senior Judicial Clerk	*All shifts to continue as per normal. Shift schedule to be provided with eligibility list. Shifts cover 7:30 am - 1:30 am 7 day per week

#### Essential Service Work Functions

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, and prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – Issue process, release accused on bail orders, receive applications on seized items and issue orders, review/sign subpoenas, interview/qualify sureties, swear informations and confirm/cancel police process, adjourn matters in absence of judge, etc.
- Ensure documents filed at court counter or issued by the court adhere to applicable legislation, and judicial direction. Review and prepare documentation for judiciary and parties.
- Receive, examine, enter, file, issue and distribute court documents.
- Cashier duties for filing applications, collection of fines and bail monies, and ensure all monies received are balanced and reconciled daily as per audit guidelines, prepare bank deposit, ensuring security of all monies received.
- Maintain secure control of all Information to Obtain and Warrants, and forward to warrant clerk at respective base court locations.
- Release Clerk (Edmonton Remand Centre) – Review bail orders and/or court ordered endorsements and effect release, explaining all terms and obligations of release conditions (i.e. recognizance, undertaking, conditions, probation orders, prohibition orders, peace bonds, etc.) and ensure same is understood by the accused/offended.

DESW	Job Title	Classification	Schedule
6	Judicial Clerk	Judicial Clerk	*All shifts to continue as per normal. Shift schedule to be provided with eligibility list. Shifts cover 7:30 am - 1:30 am 7 day per week

#### Essential Service Work Functions

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, and prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.

- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – Issue process, release accused on bail orders, receive applications on seized items and issue orders, review/sign subpoenas, interview/qualify sureties, swear informations and confirm/cancel police process, adjourn matters in absence of judge, etc.
- Ensure documents filed at court counter or issued by the court adhere to applicable legislation, and judicial direction. Review and prepare documentation for judiciary and parties.
- Receive, examine, enter, file, issue and distribute court documents.
- Cashier duties for filing applications, collection of fines and bail monies, and ensure all monies received are balanced and reconciled daily as per audit guidelines, prepare bank deposit, ensuring security of all monies received.
- Maintain secure control of all Information to Obtain and Warrants, and forward to warrant clerk at respective base court locations.

LOCATION: HIGH LEVEL COURT HOUSE  
Address: 10106-100 Avenue

DESW	Job Title	Classification	Schedule
1	Senior Court Supervisor	Senior Deputy Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW	Job Title	Classification	Schedule
3	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, and prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.

- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, and other applications for court processes.
- Witness/Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

DESW	Job Title	Classification	Schedule
1	Judicial Clerk	Judicial Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, and prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Witness/Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

LOCATION: HIGH PRAIRIE COURT HOUSE  
Address: 4911-53 Avenue

DESW	Job Title	Classification	Schedule
1	Senior Court Supervisor	Senior Deputy Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.

- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW	Job Title	Classification	Schedule
6	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, and prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, and other applications for court processes.
- Witness/Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.



**LOCATION: HINTON COURT HOUSE**

Address: 237 Jasper Street W.

DESW	Job Title	Classification	Schedule
1	Senior Court Supervisor	Senior Deputy Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW	Job Title	Classification	Schedule
7	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, and prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, and other applications for court processes.
- Witness/Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.



- Warrant control.
- Travel to circuit locations, as required.

LOCATION: LEDUC COURT HOUSE

Address: 4612 - 50 Street

DESW	Job Title	Classification	Schedule
1	Senior Court Supervisor	Senior Deputy Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW	Job Title	Classification	Schedule
4	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, and prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.

- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, and other applications for court processes.
- Witness/Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

LOCATION: LETHBRIDGE COURT HOUSE  
Address: 320 - 4 Street

DESW	Job Title	Classification	Schedule
3	Deputy Clerk Unit Supervisor	Deputy Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW	Job Title	Classification	Schedule
20	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, and prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.

- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, and other applications for court processes.
- Witness/Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

LOCATION: MEDICINE HAT COURT HOUSE  
Address: 460 – First Street S.E.

DESW	Job Title	Classification	Schedule
2	Deputy Clerk Unit Supervisor	Deputy Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Perform duties of judicial clerk / senior judicial clerk as required.
- Public counter duties
- Documentation receipt, review and processing.

DESW	Job Title	Classification	Schedule
10	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.

- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, and other applications for court processes.
- Witness/Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

LOCATION: PEACE RIVER COURT HOUSE  
Address: 9905 – 97 Avenue

DESW	Job Title	Classification	Schedule
1	Deputy Administrator	Senior Deputy Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Perform duties of judicial clerk / senior judicial clerk as required.

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
4	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15-4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, prepare courtrooms, facilitating hearings).</li> <li>• Ensure accuracy of the court record (endorsements &amp; FTR).</li> <li>• Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.</li> <li>• Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).</li> <li>• Perform searches and provide copies of documents, including document certification as required.</li> <li>• Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.</li> <li>• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.</li> <li>• Receive, examine, enter, file, issue and distribute court documents.</li> <li>• Review and prepare documentation for judiciary and parties.</li> <li>• Act as Commissioner for Oaths.</li> <li>• Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.</li> <li>• Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.</li> <li>• Cashier duties for filing applications, fine payments, and other applications for court processes.</li> <li>• Witness/Interpreter arrangements and compensation.</li> <li>• Restitution and Bail disbursements.</li> <li>• Preparing return on applications for record suspension or U.S. entry waivers.</li> <li>• Maintenance, continuity, control and cataloguing of exhibits.</li> <li>• Warrant control.</li> <li>• Travel to circuit locations, as required.</li> </ul>			

LOCATION: RED DEER COURT HOUSE  
Address: 4909 – 48 Avenue

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Supervisor- Family and Youth	Deputy Clerk	Monday to Friday 8:15-4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Oversee all administrative matters relating to the family and youth court process.</li> <li>• Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.</li> <li>• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.</li> <li>• Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.</li> <li>• Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.</li> <li>• Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).</li> <li>• Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance</li> </ul>			

and prepare bank deposits. Process fee waivers.

- Perform duties of judicial clerk / senior judicial clerk as required.

DESW	Job Title	Classification	Schedule
1	Supervisor- Criminal/Traffic	Deputy Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Oversee all administrative matters relating to the criminal and traffic court process.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW	Job Title	Classification	Schedule
1	Supervisor- Civil	Deputy Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Oversee all administrative matters relating to civil processes in Provincial Court.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW	Job Title	Classification	Schedule
21	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, and prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.



- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, and other applications for court processes.
- Witness/Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

DESW	Job Title	Classification	Schedule
1	Judicial Clerk	Judicial Clerk	Monday to Friday 8:15-4:30 pm

- Essential Service Work Functions**
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, and prepare courtrooms, facilitating hearings).
  - Ensure accuracy of the court record (endorsements & FTR).
  - Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
  - Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
  - Perform searches and provide copies of documents, including document certification as required.
  - Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
  - Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
  - Receive, examine, enter, file, issue and distribute court documents.
  - Review and prepare documentation for judiciary and parties.
  - Act as Commissioner for Oaths.
  - Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
  - Witness/Interpreter arrangements and compensation.
  - Restitution and Bail disbursements.
  - Preparing return on applications for record suspension or U.S. entry waivers.
  - Maintenance, continuity, control and cataloguing of exhibits.
  - Warrant control.
  - Travel to circuit locations, as required.

LOCATION: SHERWOOD PARK

Address: 190 Chippewa Road

DESW	Job Title	Classification	Schedule
1	Senior Court Supervisor	Senior Deputy Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW	Job Title	Classification	Schedule
5	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, and prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, and other applications for court processes.
- Witness/Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.

- Travel to circuit locations, as required.

LOCATION: ST. ALBERT COURT HOUSE  
Address: 3 St. Anne

DESW	Job Title	Classification	Schedule
1	Senior Deputy Clerk	Senior Deputy Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW	Job Title	Classification	Schedule
8	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, and prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, and other applications for court processes.
- Witness/Interpreter arrangements and compensation.
- Restitution and Bail disbursements.



- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

**LOCATION: ST. PAUL COURT HOUSE**

Address: 4704-50 Street

DESW	Job Title	Classification	Schedule
1	Senior Deputy Clerk	Senior Deputy Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW	Job Title	Classification	Schedule
6	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, and prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.

- Cashier duties for filing applications, fine payments, and other applications for court processes.
- Witness/Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

**LOCATION: STONY PLAIN COURTHOUSE**

Address: 4711-44 Avenue

DESW	Job Title	Classification	Schedule
1	Senior Deputy Clerk	Senior Deputy Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW	Job Title	Classification	Schedule
10	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, and prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the



courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.

- Cashier duties for filing applications, fine payments, and other applications for court processes.
- Witness/Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

**LOCATION: VERMILLION PROVINCIAL BUILDING**

Address: Main floor 4701-52 Street

DESW	Job Title	Classification	Schedule
1	Senior Deputy Clerk	Senior Deputy Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW	Job Title	Classification	Schedule
6	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, and prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.



- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, and other applications for court processes.
- Witness/Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

LOCATION: WETASKIWIN LAW COURTS

Address: 4605-51 Street

DESW	Job Title	Classification	Schedule
1	Senior Deputy Clerk	Senior Deputy Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW	Job Title	Classification	Schedule
5	Senior Judicial Clerk	Senior Judicial Clerk	Monday to Friday 8:15-4:30 pm *Ponoka circuit court – 1 DESW required from 7:45 am until 4 pm)

**Essential Service Work Functions**

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, and prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.

- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, and other applications for court processes.
- Witness/Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

DESW	Job Title	Classification	Schedule
3	Judicial Clerk	Judicial Clerk	Monday to Friday 8:15-4:30 pm

**Essential Service Work Functions**

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, and prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Witness/Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

**PROVINCIAL COURT JUDICIAL**

LOCATION: CALGARY COURT CENTRE  
Address: 601 – 5<sup>th</sup> Street SW

**PROVINCIAL COURT CIVIL (19<sup>TH</sup> FLOOR SOUTH)**

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Judicial Assistant	Legal Admin 2	Monday – Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Administrative support to the judiciary                             <ul style="list-style-type: none"> <li>○ Accurately prepare and distribute judicial correspondence, documents, judgments, fatality inquiry reports, bulletins etc.</li> <li>○ Record, maintain, update daily schedule for each Judge advising in advance of upcoming appointments, commitments, seized matters or changes thereto.</li> <li>○ Securing travel arrangements for the Judiciary including mode of transportation and accommodation. Prepare and distribute expense claims.</li> <li>○ Schedule and prepare agenda for the Judges’ meetings, as well as take, prepare and distribute minutes of the meetings.</li> </ul> </li> <li>• File maintenance and control – File judicial records and other documents, maintain security and integrity of filing system for judicial records, and retrieve records for judiciary or authorized personnel.</li> <li>• Partner with the Trial Coordinator – Advise trial coordinator of changes to judicial schedules, scheduling conflicts, and approval status of the judges monthly assignment schedule.</li> <li>• Assist the Public/Legal Community – Answer inquiries from public, legal community and other sources, record and distribute messages, ensuring critical/urgent information is identified, and misdirected inquiries are redirected.</li> </ul>			

**PROVINCIAL COURT CRIMINAL**

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Executive Assistant and Judicial Scheduler	Legal Admin 5	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Judicial scheduling, adjust court assignments for current day/week and monitor changes that may be required to the published electronic judges’ schedule and ensure the assigned judges are informed of changes. Act as liaison with trial coordinator, clerk, Crown and Defence</li> <li>• Monitor court schedule for any changes and ensures Case Management Office and Judicial Scheduler is informed that assignments are adjusted as may be required.</li> <li>• Case Management/Pretrial Conferences – receive requests, make arrangements, prepare correspondence</li> <li>• Filing and distribution of fatality inquiry reports and completed judgments</li> <li>• File and distribute completed judgments in accordance with directives and court procedure</li> <li>• Provide direction to counsel on behalf of Judge, keep Judicial Scheduler/Trial Coordinator informed of progress, and ensures all parties are present and notifies judge when they are ready to proceed</li> <li>• Reviews background information of matters requiring judges attention and relay discrepancies/concerns</li> <li>• Copying dockets, information, exhibits to enable judge to respond effectively</li> <li>• Maintain a diary for assigned judges, and provide ongoing technical expertise and assistance to judges</li> <li>• Coordinate judges’ travel arrangements to enable the judge to attend court sittings in other locations</li> </ul>			

- Maintain filing system to track file requiring continuations to bring forward on behalf of assigned judge
- Prepare French language judgments
- Acts as frontline representative of judges' chambers. Acts as initial contact for court staff, federal and provincial government officials, members of the legal profession, law enforcement agencies, and the public
- Primary phones, secondary phones, mail retrieval and distribution to judiciary.
- Prepares conviction forms and related correspondence on behalf of the Senior Manager, Provincial Court Criminal following requests received from the public and government agencies for documentation relating to pardons, immigration, US entry waivers, Visas, etc...
- Sign for and take continuity of all original exhibits entered to Fatality Inquiries, prepare detailed list or chart of exhibits, seal to be sent to the Fatality Inquiries Coordinator, ensuring continuity of exhibits
- Follows policy for notification of release of reports to the Minister of Justice, family, counsel, media and other parties with status at fatality inquiry
- Processing of highly confidential search warrants and one party wiretap applications
- Ensures officers attending in Chambers have complete documentation before seeing the Judge
- Provides Direction of regarding return of documentation and maintains security of all documentation.

DESW	Job Title	Classification	Schedule
9	Judicial Assistant	Legal Admin 2	Monday to Friday 8:15 am -4:30 pm

#### Essential Service Work Functions

- Administrative support to the judiciary
  - Accurately prepare and distribute judicial correspondence, documents, judgments, fatality inquiry reports, bulletins etc.
  - Record, maintain, update daily schedule for each Judge advising in advance of upcoming appointments, commitments, seized matters or changes thereto.
  - Securing travel arrangements for the Judiciary including mode of transportation and accommodation. Prepare and distribute expense claims.
  - Schedule and prepare agenda for the Judges' meetings, as well as take, prepare and distribute minutes of the meetings.
- File maintenance and control – File judicial records and other documents, maintain security and integrity of filing system for judicial records, and retrieve records for judiciary or authorized personnel.
- Partner with the Trial Coordinator – Advise trial coordinator of changes to judicial schedules, scheduling conflicts, and approval status of the judges monthly assignment schedule.
- Assist the Public/Legal Community – Answer inquiries from public, legal community and other sources, record and distribute messages, ensuring critical/urgent information is identified, and misdirected inquiries are redirected.

### PROVINCIAL COURT FAMILY AND YOUTH

DESW	Job Title	Classification	Schedule
1	Judicial Assistant Team Lead	Legal Admin 3	Monday to Friday 8:15 am -4:30 pm

#### Essential Service Work Functions

- Provide and supporting the provision of administrative support to the Assistant Chief Judge and judiciary (PC Family & Youth Calgary, PC Civil Calgary, Lethbridge, Medicine Hat) to ensure provincially consistent application of governing policies and procedures and quality administrative support.
- In collaboration with the Assistant Chief Judges, prepare the court schedule and assignments ensuring proper, ethical, and equitable assignment and distribution of caseload among judges.

- Supervise the preparation and formatting of judicial decisions and ensuring appropriate stakeholders receive judicial decisions in an effective and timely manner.
- Manage procedural requirements related to case management and judicial dispute resolution conferences to ensure the accurate production of correspondence, agreements, communication and liaison between the judiciary and the public.
- Ensure the ACJ or sitting judge promptly deals with any telephone apprehension applications.
- Delivery of financial and administrative support services to ensure effective and efficient management of business processes.
- Supervise and schedule judicial assistants and other resources, and identify workload pressures.

DESW	Job Title	Classification	Schedule
3	Judicial Assistant	Legal Admin 2	Monday to Friday 8:15 am -4:30 pm

#### Essential Service Work Functions

- Administrative support to the judiciary, including
  - Accurately prepare and distribute judicial correspondence, documents, judgments, fatality inquiry reports, bulletins etc.
  - Record, maintain, update daily schedule for each Judge advising in advance of upcoming appointments, commitments, seized matters or changes thereto.
  - Securing travel arrangements for the Judiciary including mode of transportation and accommodation. Prepare and distribute expense claims.
  - Schedule and prepare agenda for the Judges' meetings, as well as take, prepare and distribute minutes of the meetings.
- File maintenance and control – File judicial records and other documents, maintain security and integrity of filing system for judicial records, and retrieve records for judiciary or authorized personnel.
- Partner with the Trial Coordinator – Advise trial coordinator of changes to judicial schedules, scheduling conflicts, and approval status of the judges monthly assignment schedule.
- Assist the Public/Legal Community – Answer inquiries from public, legal community and other sources, record and distribute messages, ensuring critical/urgent information is identified, and misdirected inquiries are redirected.

LOCATION: EDMONTON LAW COURTS BUILDING  
Address: 1A Churchill Square

PROVINCIAL COURT CIVIL (6<sup>TH</sup> FLOOR NORTH)

DESW	Job Title	Classification	Schedule
1	Judicial Assistant,	Legal Admin 2	Monday to Friday 8:15 am -4:30 pm

#### Essential Service Work Functions

- Administrative support to the judiciary, including
  - Accurately prepare and distribute judicial correspondence, documents, judgments, fatality inquiry reports, bulletins etc.
  - Record, maintain, update daily schedule for each Judge advising in advance of upcoming appointments, commitments, seized matters or changes thereto.
  - Securing travel arrangements for the Judiciary including mode of transportation and accommodation. Prepare and distribute expense claims.
  - Schedule and prepare agenda for the Judges' meetings, as well as take, prepare and distribute minutes of the meetings.
- File maintenance and control – File judicial records and other documents, maintain security and integrity of filing system for judicial records, and retrieve records for judiciary or authorized personnel.



- Partner with the Trial Coordinator – Advise trial coordinator of changes to judicial schedules, scheduling conflicts, and approval status of the judges monthly assignment schedule.
- Assist the Public/Legal Community – Answer inquiries from public, legal community and other sources, record and distribute messages, ensuring critical/urgent information is identified, and misdirected inquiries are redirected.

**PROVINCIAL COURT CRIMINAL AND REGIONAL (5<sup>TH</sup> FLOOR NORTH)**

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
8	Judicial Assistant	Legal Admin 2	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Administrative support to the judiciary, including
  - Accurately prepare and distribute judicial correspondence, documents, judgments, fatality inquiry reports, bulletins, etc.
  - Record, maintain, update daily schedule for each Judge advising in advance of upcoming appointments, commitments, seized matters or changes thereto.
  - Securing travel arrangements for the Judiciary including mode of transportation and accommodation. Prepare and distribute expense claims.
  - Schedule and prepare agenda for the Judges' meetings, as well as take, prepare and distribute minutes of the meetings.
- File maintenance and control – File judicial records and other documents, maintain security and integrity of filing system for judicial records, and retrieve records for judiciary or authorized personnel.
- Partner with the Trial Coordinator – Advise trial coordinator of changes to judicial schedules, scheduling conflicts, and approval status of the judges monthly assignment schedule.
- Assist the Public/Legal Community – Answer inquiries from public, legal community and other sources, record and distribute messages, ensuring critical/urgent information is identified, and misdirected inquiries are redirected.

**PROVINCIAL COURT FAMILY AND YOUTH**

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
2	Judicial Assistant	Legal Admin 2	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Administrative support to the judiciary, including
  - Accurately prepare and distribute judicial correspondence, documents, judgments, fatality inquiry reports, bulletins, etc.
  - Record, maintain, update daily schedule for each Judge advising in advance of upcoming appointments, commitments, seized matters or changes thereto.
  - Securing travel arrangements for the Judiciary including mode of transportation and accommodation. Prepare and distribute expense claims.
  - Schedule and prepare agenda for the Judges' meetings, as well as take, prepare and distribute minutes of the meetings.
- File maintenance and control – File judicial records and other documents, maintain security and integrity of filing system for judicial records, and retrieve records for judiciary or authorized personnel.
- Partner with the Trial Coordinator – Advise trial coordinator of changes to judicial schedules, scheduling conflicts, and approval status of the judges monthly assignment schedule.
- Assist the Public/Legal Community – Answer inquiries from public, legal community and other



sources, record and distribute messages, ensuring critical/urgent information is identified, and misdirected inquiries are redirected.

### CHIEF JUDGES OFFICE

DESW	Job Title	Classification	Schedule
3	Judicial Assistant	Legal Admin 2	Monday to Friday 8:15 am -4:30 pm

#### Essential Service Work Functions

- Management of all judicial and Justice of the Peace appointments, reappointments and retirements to ensure timely, accurate, and complete documents are prepared and processed for Minister's consideration and subsequent appointment
- Assist with overall administration of the Alberta Judicial Council for Provincial Court Judges – arranging interviews, meetings, compiling assessment sheets, maintaining procedural manual
- Supporting investigations into complaints about Judges and Justices of the Peace to the Chief Judge and the Judicial Council
- Administrative support and highly confidential correspondence for the Chief Judge, Deputy Chief Judge and Senior Legal Counsel to the Chief
- Prepare letters, reports, general correspondence, spreadsheets, charts, graphs
- Logistical support for meetings, Monitor actions arising from same and ensure completion
- Coordinating correspondence and briefing materials such as legal, letters, reports, memoranda, action requests
- Effective diary management and BF system, prioritizing matters for action
- Manage Provincial court Judges professional allowance, Code expense claims from judge travel between circuit points, or for other purposes as required
- Code expense claims and reviewing monthly financial report to ensure expenses are paid as submitted, and are not improperly charged to office of Chief Judge
- Making travel arrangements and expense claims
- Respond to general inquiries from various sources
- Coordinating correspondence, briefing materials
- Respond to general inquiries from the public or other sources
- Manage the bar admission file for Northern Alberta from initial contact of student to final disposition to Law Society
- Backup duties for reception, telephone, mail and records management
- Track and Monitor actions arising from various meetings to ensure completion on time
- Verifies legal text and quotations for judgments.

### LOCATION: GRANDE PRAIRIE

Address: 10260-99 Street

DESW	Job Title	Classification	Schedule
1	Judicial Assistant	Legal Admin 2	Monday to Friday 8:15 am -4:30 pm

#### Essential Service Work Functions

- Administrative support to the judiciary, including
  - Accurately prepare and distribute judicial correspondence, documents, judgments, fatality inquiry reports, bulletins, etc.
  - Record, maintain, update daily schedule for each Judge advising in advance of upcoming appointments, commitments, seized matters or changes thereto.
  - Securing travel arrangements for the Judiciary including mode of transportation and accommodation. Prepare and distribute expense claims.
  - Schedule and prepare agenda for the Judges' meetings, as well as take, prepare and distribute minutes of the meetings.

- File maintenance and control – File judicial records and other documents, maintain security and integrity of filing system for judicial records, and retrieve records for judiciary or authorized personnel.
- Partner with the Trial Coordinator – Advise trial coordinator of changes to judicial schedules, scheduling conflicts, and approval status of the judges monthly assignment schedule.
- Assist the Public/Legal Community – Answer inquiries from public, legal community and other sources, record and distribute messages, ensuring critical/urgent information is identified, and misdirected inquiries are redirected.

**LOCATION: LETHBRIDGE**

Address: 320-4 Street S.

DESW	Job Title	Classification	Schedule
1	Trial Coordinator	Administration 2	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Assess and evaluate court files to determine if protocol and legislative requirements have been met.
- Assess and evaluate matters for case management purposes and actively case managing files in compliance with protocols defined by the Assistant Chief Judge.
- Monitor all cases and conferring on an ongoing basis with various stakeholders to ensure that cases will proceed.
- Compile, maintain, and evaluate statistical data for the Assistant Chief Judge.
- Work collaboratively and in consultation with the Judicial Scheduler.
- Identify and advise the Assistant Chief Judge of any areas or issues requiring his attention.
- Efficiently manage the coordinating and scheduling of trials/hearings for all types of Provincial Court sittings, and all required resources.
- Provide assistance to the various stakeholders and interpreting and answering procedural questions in relation to relevant legislation, policies, procedures and directions of the Court.
- Ensures that matters are ready to proceed to trial and that litigants and the Crown have access to the courts.

DESW	Job Title	Classification	Schedule
2	Judicial Assistant	Legal Admin 2	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Administrative support to the judiciary, including
  - Accurately prepare and distribute judicial correspondence, documents, judgments, fatality inquiry reports, bulletins, etc.
  - Record, maintain, update daily schedule for each Judge advising in advance of upcoming appointments, commitments, seized matters or changes thereto.
  - Securing travel arrangements for the Judiciary including mode of transportation and accommodation. Prepare and distribute expense claims.
  - Schedule and prepare agenda for the Judges' meetings, as well as take, prepare and distribute minutes of the meetings.
- File maintenance and control – File judicial records and other documents, maintain security and integrity of filing system for judicial records, and retrieve records for judiciary or authorized personnel.
- Partner with the Trial Coordinator – Advise trial coordinator of changes to judicial schedules, scheduling conflicts, and approval status of the judges monthly assignment schedule.
- Assist the Public/Legal Community – Answer inquiries from public, legal community and other sources, record and distribute messages, ensuring critical/urgent information is identified, and misdirected inquiries are redirected.



LOCATION: MEDICINE HAT

Address: 460-1 Street SE

DESW	Job Title	Classification	Schedule
1	Judicial Assistant	Legal Admin 2	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Administrative support to the judiciary, including
  - Accurately prepare and distribute judicial correspondence, documents, judgments, fatality inquiry reports, bulletins, etc.
  - Record, maintain, update daily schedule for each Judge advising in advance of upcoming appointments, commitments, seized matters or changes thereto.
  - Securing travel arrangements for the Judiciary including mode of transportation and accommodation. Prepare and distribute expense claims.
  - Schedule and prepare agenda for the Judges' meetings, as well as take, prepare and distribute minutes of the meetings.
- File maintenance and control – File judicial records and other documents, maintain security and integrity of filing system for judicial records, and retrieve records for judiciary or authorized personnel.
- Partner with the Trial Coordinator – Advise trial coordinator of changes to judicial schedules, scheduling conflicts, and approval status of the judges monthly assignment schedule.
- Assist the Public/Legal Community – Answer inquiries from public, legal community and other sources, record and distribute messages, ensuring critical/urgent information is identified, and misdirected inquiries are redirected.

LOCATION: RED DEER

Address: 4909-48 Avenue

DESW	Job Title	Classification	Schedule
1	Judicial Assistant	Legal Admin 2	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Administrative support to the judiciary, including
  - Accurately prepare and distribute judicial correspondence, documents, judgments, fatality inquiry reports, bulletins, etc.
  - Record, maintain, update daily schedule for each Judge advising in advance of upcoming appointments, commitments, seized matters or changes thereto.
  - Securing travel arrangements for the Judiciary including mode of transportation and accommodation. Prepare and distribute expense claims.
  - Schedule and prepare agenda for the Judges' meetings, as well as take, prepare and distribute minutes of the meetings.
- File maintenance and control – File judicial records and other documents, maintain security and integrity of filing system for judicial records, and retrieve records for judiciary or authorized personnel.
- Partner with the Trial Coordinator – Advise trial coordinator of changes to judicial schedules, scheduling conflicts, and approval status of the judges monthly assignment schedule.
- Assist the Public/Legal Community – Answer inquiries from public, legal community and other sources, record and distribute messages, ensuring critical/urgent information is identified, and misdirected inquiries are redirected.

**RESOLUTION SERVICES**

**LOCATION: CALGARY COURT CENTRE**

**Address: 601 – 5 Street SW**

**LAW LIBRARY (5<sup>TH</sup> FLOOR NORTH)**

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Team Lead, South	Program Services 5	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide access to legal information resources and legal research services to the legal community (judiciary, crown prosecutors, lawyers, law students and court employees).</li> <li>• Supervise and schedule law library staff, and identify workload pressures.</li> </ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
4	Law Librarian	Program Services 3	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Provide access to legal information resources and legal research services to the legal community (judiciary, crown prosecutors, lawyers, law students and court employees).</li> </ul>			

**ASSESSMENT SERVICES (7<sup>TH</sup> FLOOR SOUTH)**

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Caseflow Coordinator	Human Service Worker 5	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Exercise delegated duties as clerk of the court, including filing applications and other court documents, ensuring adherence to applicable legislation, and judicial direction.</li> <li>• Provide information and guidance to clients relating to court procedure, processes, services, and external options.</li> <li>• Chair caseflow conferences and exercise quasi-judicial authority to adjourn matters, ensure administrative requirements are met, prepare consent orders, record outcomes and enter relevant data. Ensure emergent cases are scheduled for court in a timely fashion, and assist the parties to explore areas of consent and alternative methods of resolution.</li> </ul>			

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Team Lead, Family Court Counsellor	Human Service Worker 6	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervise and schedule family court counsellors and related staff, and identify workload pressures.</li> <li>• Screening, Assessment and Referral – including determining needs, interest, and legal status as well as domestic violence and safety risks, to provide resolution options and refer client to appropriate family services.</li> <li>• Court support – Provide ongoing assessment, information, support, guidance and assistance to clients before, during and after caseflow conferences and/or court. Present neutral and objective case overview to the court. Follow directions of judiciary.</li> <li>• Administration – Provide referral documentation, proper record preparation and management, data entry.</li> <li>• Perform duties as caseflow coordinator, if required.</li> </ul>			

DESW	Job Title	Classification	Schedule
7	Family Court Counsellor	Human Service Worker 4/5	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Screening, Assessment and Referral – including determining needs, interest, and legal status as well as domestic violence and safety risks, to provide resolution options and refer client to appropriate family services.
- Court support – Provide ongoing assessment, information, support, guidance and assistance to clients before, during and after caseload conferences and/or court. Present neutral and objective case overview to the court. Follow directions of judiciary.
- Administration – Provide referral documentation, proper record preparation and management, data entry. Act as Commissioner for Oaths.

**DISPUTE RESOLUTION DELIVERY (7<sup>TH</sup> FLOOR SOUTH)**

DESW	Job Title	Classification	Schedule
1	Regional Mediation Coordinator	Human Service Worker 6	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Conduct court ordered Brief Conflict Intervention and/or Family Mediation and Child Protection and Intervention mediation services, including follow-up documentation and/or correspondence with participants.
- Respond to direct referrals from the Courts for mediation of appropriate disputes.
- Supervise and schedule DRO and CSR Clerks and related staff, and identify workload pressures.

DESW	Job Title	Classification	Schedule
1	DRO Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Administration of the Dispute Resolution Officer (DRO) program – Schedule DRO meetings, and assist lawyers and litigants with setting down DRO meetings including preparation and filing of court documents. Pull and prepare case files before and after meetings.
- Maintain filing and diarization system, track payments to DRO officers, and prepare correspondence to DRO officers and parties.
- Prepare court orders arising from DRO meetings, prepare child support calculations as required.
- Assistance to the public – Answer telephone and in-person inquiries, provide appropriate referrals, act as Commissioner for Oaths.
- Other duties as judicial clerk / senior judicial clerk as required.

DESW	Job Title	Classification	Schedule
1	Resolution Services Program Support	Administrative Support 5	Monday – Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Administrative duties relating to civil mediation matters scheduled at the Calgary Courts Centre.
- Schedule civil mediation meetings, and assist lawyers and litigants with setting down civil mediation sessions including preparation and filing of court documents. Pull and prepare case files before and after meetings.
- Maintain filing and diarization system, track payments to civil mediators, and prepare correspondence to roster mediators and parties.

- Prepare documentation arising from civil mediation meetings.
- Assistance to the public – Answer telephone and in-person inquiries, provide appropriate referrals, act as Commissioner for Oaths.

**INFORMATION SERVICES (MAIN FLOOR AND 7<sup>TH</sup> FLOOR SOUTH)**

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Team Lead Information Services	Administration 1	Monday – Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Supervise and schedule Information Coordinators, FLIC/CGO clerks and related staff, and identify workload pressures.
- Assistance to the public – Answer telephone and in-person inquiries, provide information about RCAS programs and services, court processes and documentation, alternatives to court action, appropriate referrals, act as Commissioner for Oaths.
- Review clients' court forms to ensure appropriate completion. Prepare/confirm child support calculations.
- Attendance in Masters, Justice and Family Law Chambers in QB as court generated orders clerk to prepare orders for self-represented litigants, matters addressing family violence, or other matters at the direction of the court.

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
3	Information Coordinator	Administrative Support 6	Monday – Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Attendance in Masters, Justice and Family Law Chambers in QB as court generated orders clerk to prepare orders for self-represented litigants, matters addressing family violence, or other matters at the direction of the court.
- Assistance to the public – Answer telephone and in-person inquiries, provide information about RCAS programs and services, court processes and documentation, alternatives to court action, appropriate referrals, act as Commissioner for Oaths.
- Review clients' court forms to ensure appropriate completion. Prepare/confirm child support calculations.

**FAMILY MEDIATION (7<sup>TH</sup> FLOOR SOUTH)**

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Family Mediation Team Lead	Human Service Worker 7	Monday – Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Conduct court ordered Brief Conflict Intervention and/or Family Mediation and Child Protection and Intervention mediation services, including follow-up documentation and/or correspondence with participants.
- Respond to direct referrals from the Courts for mediation of appropriate disputes.



LOCATION: EDMONTON LAW COURTS BUILDING

Address: 1A Sir Winston Churchill, 2nd floor

LAW LIBRARY

DESW	Job Title	Classification	Schedule
1	Team Lead, North	Program Services 5	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Provide access to legal information resources and legal research services to the legal community (judiciary, crown prosecutors, lawyers, law students and court employees).
- Supervise and schedule law library staff, and identify workload pressures.

DESW	Job Title	Classification	Schedule
3	Law Librarian	Program Services 4/Program Services 3	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Provide access to legal information resources and legal research services to the legal community (judiciary, crown prosecutors, lawyers, law students and court employees).

LOCATION: BROWNLEE BUILDING

Address: 10365 – 97 Street Edmonton

ASSESSMENT SERVICES

DESW	Job Title	Classification	Schedule
1	Team Lead, Family Court Counsellor	Human Services Worker 6	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Supervise and schedule family court counsellors and related staff, and identify workload pressures.
- Screening, Assessment and Referral – including determining needs, interest, and legal status as well as domestic violence and safety risks, to provide resolution options and refer client to appropriate family services.
- Court support – Provide ongoing assessment, information, support, guidance and assistance to clients before, during and after caseload conferences and/or court. Present neutral and objective case overview to the court. Follow directions of judiciary.
- Administration – Provide referral documentation, proper record preparation and management, data entry.
- Exercise delegated duties as clerk of the court, including filing applications and other court documents, ensuring adherence to applicable legislation, and judicial direction.
- Provide information and guidance to clients relating to court procedure, processes, services, and external options.
- Chair caseload conferences and exercise quasi-judicial authority to adjourn matters, ensure administrative requirements are met, prepare consent orders, record outcomes and enter relevant data. Ensure emergent cases are scheduled for court in a timely fashion, and assist the parties to explore areas of consent and alternative methods of resolution.

DESW	Job Title	Classification	Schedule
10	Family Court Counsellor	Human Services Worker 5	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Screening, Assessment and Referral – including determining needs, interest, and legal status as well as domestic violence and safety risks, to provide resolution options and refer client to appropriate family services.</li> <li>• Court support – Provide ongoing assessment, information, support, guidance and assistance to clients before, during and after caseload conferences and/or court. Present neutral and objective case overview to the court. Follow directions of judiciary.</li> <li>• Administration – Provide referral documentation, proper record preparation and management, data entry. Act as Commissioner for Oaths.</li> </ul>			

**DISPUTE RESOLUTION DELIVERY (8<sup>TH</sup> FLOOR)**

DESW	Job Title	Classification	Schedule
1	Regional Mediation Coordinator/CSR/DRO Coordinator	Human Service Worker 6	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Conduct court ordered Brief Conflict Intervention and/or Family Mediation and Child Protection and Intervention mediation services, including follow-up documentation and/or correspondence with participants.</li> <li>• Respond to direct referrals from the Courts for mediation of appropriate disputes.</li> <li>• Supervise and schedule DRO and CSR Clerks and related staff, and identify workload pressures.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Child Support Resolution (CSR) Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Administration of the Child Support Resolution (CSR) program – Schedule CSR meetings, and assist lawyers and litigants with setting down CSR meetings including preparation and filing of court documents. Pull and prepare case files before and after meetings.</li> <li>• Maintain filing and diarization system, track payments to CSR officers, and prepare correspondence to CSR officers and parties.</li> <li>• Prepare court orders arising from CSR meetings, prepare child support calculations as required.</li> <li>• Assistance to the public – Answer telephone and in-person inquiries, provide appropriate referrals, act as Commissioner for Oaths.</li> <li>• Other duties as judicial clerk / senior judicial clerk as required.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Resolution Services Program Support (Civil & Regional)	Administrative Support 5	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Administrative duties relating to civil mediation matters scheduled.</li> <li>• Schedule civil mediation meetings, and assist lawyers and litigants with setting down civil mediation sessions including preparation and filing of court documents. Pull and prepare case files before and after meetings.</li> <li>• Maintain filing and diarization system, track payments to civil mediators, and prepare correspondence to roster mediators and parties.</li> <li>• Prepare documentation arising from civil mediation meetings.</li> </ul>			

- Assistance to the public – Answer telephone and in-person inquiries, provide appropriate referrals, act as Commissioner for Oaths.

### INFORMATION SERVICES

DESW	Job Title	Classification	Schedule
1	Team Lead, Information Services	Administration 1	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervise and schedule Information Coordinators, FLIC/CGO clerks and related staff, and identify workload pressures.</li> <li>• Assistance to the public – Answer telephone and in-person inquiries, provide information about RCAS programs and services, court processes and documentation, alternatives to court action, appropriate referrals, act as Commissioner for Oaths.</li> <li>• Review clients' court forms to ensure appropriate completion. Prepare/confirm child support calculations.</li> <li>• Attendance in Masters, Justice and Family Law Chambers in QB as court generated orders clerk to prepare orders for self-represented litigants, matters addressing family violence, or other matters at the direction of the court.</li> </ul>			

DESW	Job Title	Classification	Schedule
3	Information Coordinator	Administrative Services 6	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Attendance in Masters, Justice and Family Law Chambers in QB as court generated orders clerk to prepare orders for self-represented litigants, matters addressing family violence, or other matters at the direction of the court.</li> <li>• Assistance to the public – Answer telephone and in-person inquiries, provide information about RCAS programs and services, court processes and documentation, alternatives to court action, appropriate referrals, act as Commissioner for Oaths.</li> <li>• Review clients' court forms to ensure appropriate completion. Prepare/confirm child support calculations.</li> </ul>			

### FAMILY MEDIATION

DESW	Job Title	Classification	Schedule
1	Family Mediation Team Lead	Human Services Worker 6	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Conduct court ordered Brief Conflict Intervention and/or Family Mediation and Child Protection and Intervention mediation services, including follow-up documentation and/or correspondence with participants.</li> <li>• Respond to direct referrals from the Courts for mediation of appropriate disputes.</li> </ul>			

LOCATION: GRAND PRAIRIE COURT HOUSE

Address: 10260-99 Street

ASSESSMENT SERVICES

DESW	Job Title	Classification	Schedule
1	Team Lead, Regional Family Court Counsellor North	Human Services Worker 6	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Supervise and schedule family court counsellors and related staff, and identify workload pressures.</li> <li>• Screening, Assessment and Referral – including determining needs, interest, and legal status as well as domestic violence and safety risks, to provide resolution options and refer client to appropriate family services.</li> <li>• Court support – Provide ongoing assessment, information, support, guidance and assistance to clients before, during and after caseflow conferences and/or court. Present neutral and objective case overview to the court. Follow directions of judiciary.</li> <li>• Administration – Provide referral documentation, proper record preparation and management, data entry.</li> <li>• Exercise delegated duties as clerk of the court, including filing applications and other court documents, ensuring adherence to applicable legislation, and judicial direction.</li> <li>• Provide information and guidance to clients relating to court procedure, processes, services, and external options.</li> <li>• Chair caseflow conferences and exercise quasi-judicial authority to adjourn matters, ensure administrative requirements are met, prepare consent orders, record outcomes and enter relevant data. Ensure emergent cases are scheduled for court in a timely fashion, and assist the parties to explore areas of consent and alternative methods of resolution.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Family Court Counsellor	Human Services Worker 5	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Screening, Assessment and Referral – including determining needs, interest, and legal status as well as domestic violence and safety risks, to provide resolution options and refer client to appropriate family services.</li> <li>• Court support – Provide ongoing assessment, information, support, guidance and assistance to clients before, during and after caseflow conferences and/or court. Present neutral and objective case overview to the court. Follow directions of judiciary.</li> <li>• Administration – Provide referral documentation, proper record preparation and management, data entry. Act as Commissioner for Oaths.</li> </ul>			



### INFORMATION SERVICES

DESW	Job Title	Classification	Schedule
1	Information Coordinator	Administrative Support Services 6	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Attendance in Masters, Justice and Family Law Chambers in QB as court generated orders clerk to prepare orders for self-represented litigants, matters addressing family violence, or other matters at the direction of the court.</li> <li>Assistance to the public – Answer telephone and in-person inquiries, provide information about RCAS programs and services, court processes and documentation, alternatives to court action, appropriate referrals, act as Commissioner for Oaths.</li> <li>Review clients’ court forms to ensure appropriate completion. Prepare/confirm child support calculations.</li> </ul>			

#### LOCATION: LETHBRIDGE COURT HOUSE

Address: 320-4 Street S

### ASSESSMENT SERVICES

DESW	Job Title	Classification	Schedule
1	Information Coordinator	Administrative Support 6	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Attendance in Masters, Justice and Family Law Chambers in QB as court generated orders clerk to prepare orders for self-represented litigants, matters addressing family violence, or other matters at the direction of the court.</li> <li>Assistance to the public – Answer telephone and in-person inquiries, provide information about RCAS programs and services, court processes and documentation, alternatives to court action, appropriate referrals, act as Commissioner for Oaths.</li> <li>Review clients’ court forms to ensure appropriate completion. Prepare/confirm child support calculations.</li> </ul>			

#### LOCATION: MEDICINE HAT COURT HOUSE

Address: 460-1 Street SE

### ASSESSMENT SERVICES

DESW	Job Title	Classification	Schedule
1	Information Coordinator	Administrative Support 6	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Attendance in Masters, Justice and Family Law Chambers in QB as court generated orders clerk to prepare orders for self-represented litigants, matters addressing family violence, or other matters at the direction of the court.</li> <li>Assistance to the public – Answer telephone and in-person inquiries, provide information about RCAS programs and services, court processes and documentation, alternatives to court action, appropriate referrals, act as Commissioner for Oaths.</li> <li>Review clients’ court forms to ensure appropriate completion. Prepare/confirm child support calculations.</li> </ul>			

**LOCATION: RED DEER COURT HOUSE**

Address: 460-1 Street SE

**ASSESSMENT SERVICES**

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Team Lead, RS Program Delivery	Human Services Worker 6	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Supervise and schedule family court counsellor, information coordinator, and related staff, and identify workload pressures.
- Screening, Assessment and Referral – including determining needs, interest, and legal status as well as domestic violence and safety risks, to provide resolution options and refer client to appropriate family services.
- Court support – Provide ongoing assessment, information, support, guidance and assistance to clients before, during and after caseload conferences and/or court. Present neutral and objective case overview to the court. Follow directions of judiciary.
- Administration – Provide referral documentation, proper record preparation and management, data entry.
- Exercise delegated duties as clerk of the court, including filing applications and other court documents, ensuring adherence to applicable legislation, and judicial direction.
- Assistance to the public – Answer telephone and in-person inquiries, provide information about RCAS programs and services, court processes and documentation, alternatives to court action, appropriate referrals, act as Commissioner for Oaths.
- Review clients’ court forms to ensure appropriate completion. Prepare/confirm child support calculations.
- If applicable, chair caseload conferences and exercise quasi-judicial authority to adjourn matters, ensure administrative requirements are met, prepare consent orders, record outcomes and enter relevant data. Ensure emergent cases are scheduled for court in a timely fashion, and assist the parties to explore areas of consent and alternative methods of resolution.
- If applicable, attendance in Masters, Justice and Family Law Chambers in QB as court generated orders clerk to prepare orders for self-represented litigants, matters addressing family violence, or other matters at the direction of the court.

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
3	Family Court Counsellor	Human Services Worker 5	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Screening, Assessment and Referral – including determining needs, interest, and legal status as well as domestic violence and safety risks, to provide resolution options and refer client to appropriate family services.
- Court support – Provide ongoing assessment, information, support, guidance and assistance to clients before, during and after caseload conferences and/or court. Present neutral and objective case overview to the court. Follow directions of judiciary.
- Administration – Provide referral documentation, proper record preparation and management, data entry. Act as Commissioner for Oaths.



## INFORMATION SERVICES

DESW	Job Title	Classification	Schedule
2	Information Coordinator	Administrative Support 6	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Attendance in Masters, Justice and Family Law Chambers in QB as court generated orders clerk to prepare orders for self-represented litigants, matters addressing family violence, or other matters at the direction of the court.</li> <li>Assistance to the public – Answer telephone and in-person inquiries, provide information about RCAS programs and services, court processes and documentation, alternatives to court action, appropriate referrals, act as Commissioner for Oaths.</li> <li>Review clients' court forms to ensure appropriate completion. Prepare/confirm child support calculations.</li> </ul>			

### LOCATION: WETASKIWIN COURT HOUSE

Address: 4605-51 Street

## ASSESSMENT SERVICES

DESW	Job Title	Classification	Schedule
1	Information Coordinator	Administrative Support 6	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Attendance in Masters, Justice and Family Law Chambers in QB as court generated orders clerk to prepare orders for self-represented litigants, matters addressing family violence, or other matters at the direction of the court.</li> <li>Assistance to the public – Answer telephone and in-person inquiries, provide information about RCAS programs and services, court processes and documentation, alternatives to court action, appropriate referrals, act as Commissioner for Oaths.</li> <li>Review clients' court forms to ensure appropriate completion. Prepare/confirm child support calculations.</li> </ul>			

## TRANSCRIPT MANAGEMENT SERVICES

### LOCATION: CALGARY COURT CENTRE

Address: 601-5 Street SW

DESW	Job Title	Classification	Schedule
1	Office Supervisor	Administrative Support 5	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Supervise and schedule transcript management services staff, and identify workload pressures.</li> <li>Oversee the coordination of transcript assignments to contract typists, provide cost estimates, and ensuring completion of transcript orders within required timelines. Assign appeal records.</li> <li>Accounting responsibilities, ensuring accuracy of daily deposit, payments to contractors, and refunds to external customers. Cover off for accountant as required.</li> </ul>			

DESW	Job Title	Classification	Schedule
1	Appeal Record Clerk	Administrative Support 4	Monday to Friday 8:15 am -4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Court of Appeal requirements to file an appeal.</li> <li>Access to the court records to file with the Court of Appeal.</li> <li>Appeal records are time sensitive.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Accountant / Senior Order Clerk	Administrative Support 4	Monday to Friday 8:15 am -4:30 pm

#### Essential Service Work Functions

- Provide accounting and billing service to Transcript Management Services.
- Ensure compliance with proper accounting principles. Account for revenues and remit to the Minister of Treasury Board and Finance.
- Monitor accounts payable.
- Prepare cost estimates for customers.
- Process orders for transcript and upload audio recordings. Release completed transcripts.
- Assistance to public – respond to customer inquiries by telephone or in-person.
- Cashier duties as required.
- Prepare copies of transcripts or appeal books, including photocopying and binding.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into court case management (JOIN/CASES) or transcript management databases.
- Deliver and retrieve mail and process cheques received.

DESW	Job Title	Classification	Schedule
2	Transcript Order Clerk	Administrative Support 3	Monday to Friday 8:15 am -4:30 pm

#### Essential Service Work Functions

- Prepare cost estimates for customers.
- Process orders for transcript and upload audio recordings. Release completed transcripts.
- Assistance to public – respond to customer inquiries by telephone or in-person.
- Cashier duties as required.
- Prepare copies of transcripts or appeal books, including photocopying and binding.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into court case management (JOIN/CASES) or transcript management databases.
- Deliver and retrieve mail and process cheques received.

### LOCATION: EDMONTON SUN LIFE PLACE

Address:10123-99 Street

DESW	Job Title	Classification	Schedule
1	Appeal Record Clerk	Administrative Support 4	Monday to Friday 8:15 am -4:30 pm

#### Essential Service Work Functions

- Prepare appeal book cost estimates for internal and external customers, and request deposit if applicable.
- Process and finalize appeal book preparation – locate and duplicate documents/records to form portion of appeal book, prepare index, create PDF and distribute as required. Assign evidence portion to contract typist (upload log notes and audio).
- Ensure secure retrieval, handling and return of all court files and documents.
- Accounting/cashier duties as required.
- Respond to inquiries from staff, court locations and general public.

DESW	Job Title	Classification	Schedule
1	Verification Clerk	Administrative Support 3	Monday to Friday 8:15 am -4:30 pm

#### Essential Service Work Functions

- Verify requirements of completed transcripts.

- Provide support to contract transcribers and court reporters.
- Prepare cost estimates for customers.
- Process orders for transcript and upload audio recordings. Release completed transcripts.
- Assistance to public – respond to customer inquiries by telephone or in-person.
- Cashier duties as required.
- Prepare copies of transcripts or appeal books, including photocopying and binding.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into court case management (JOIN/CASES) or transcript management databases.
- Deliver and retrieve mail and process cheques received.

DESW	Job Title	Classification	Schedule
1	Accountant	Administrative Support 3	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Provide accounting and billing service to Transcript Management Services.
- Ensure compliance with proper accounting principles. Account for revenues and remit to the Minister of Treasury Board and Finance.
- Monitor accounts payable.
- Prepare cost estimates for customers.
- Process orders for transcript and upload audio recordings. Release completed transcripts.
- Assistance to public – respond to customer inquiries by telephone or in-person.
- Cashier duties as required.
- Prepare copies of transcripts or appeal books, including photocopying and binding.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into court case management (JOIN/CASES) or transcript management databases.
- Deliver and retrieve mail and process cheques received.

DESW	Job Title	Classification	Schedule
2	Transcript Order Clerk	Administrative Support 3	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Prepare cost estimates for customers.
- Process orders for transcript and upload audio recordings. Release completed transcripts.
- Assistance to public – respond to customer inquiries by telephone or in-person.
- Cashier duties as required.
- Prepare copies of transcripts or appeal books, including photocopying and binding.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into court case management (JOIN/CASES) or transcript management databases.
- Deliver and retrieve mail and process cheques received.

LOCATION: LETHBRIDGE COURT HOUSE  
Address: 320-4 Street S

DESW	Job Title	Classification	Schedule
1	Court Reporter Scheduler	Administrative Support 5	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Scheduling Court Reporters to scheduled court hearings throughout the province.
- Assigning transcript orders to vendors.
- Working with provincial trial and court coordinators to verify status of upcoming court dates to ensure court reporter attendance if requested/required by the judiciary.
- Assist with processing of invoices from and payments to contract court reporters resulting from completed court reporting and transcription assignments.



LOCATION: RED DEER COURT HOUSE

Address: 4909 – 48 Avenue

DESW	Job Title	Classification	Schedule
1	Accountant	Administrative Support 4	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Provide accounting and billing service to Transcript Management Services.
- Ensure compliance with proper accounting principles. Account for revenues and remit to the Minister of Treasury Board and Finance.
- Monitor accounts payable.
- Prepare cost estimates for customers.
- Process orders for transcript and upload audio recordings. Release completed transcripts.
- Assistance to public – respond to customer inquiries by telephone or in-person.
- Cashier duties as required.
- Prepare copies of transcripts or appeal books, including photocopying and binding.
- Data entry.
- Deliver and retrieve mail and process cheques received.

DESW	Job Title	Classification	Schedule
2	Appeal Record/Transcript Order Clerk	Administrative Support 3	Monday to Friday 8:15 am -4:30 pm

**Essential Service Work Functions**

- Prepare cost estimates for customers.
- Process orders for transcript and upload audio recordings. Release completed transcripts.
- Assistance to public – respond to customer inquiries by telephone or in-person.
- Cashier duties as required.
- Prepare copies of transcripts or appeal books, including photocopying and binding.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into court case management (JOIN/CASES) or transcript management databases.
- Deliver and retrieve mail and process cheques received.



## DEPARTMENT: LABOUR - CONTENTS

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DEPARTMENT: LABOUR

*Division: Safe, Fair and Healthy Workplaces*

PROGRAM: OCCUPATIONAL HEALTH AND SAFETY

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>
Total number of essential service positions to be filled with capable and qualified <b>managers</b>	6*
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0.2
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	15
Total number required to support essential service operations	Up to 21.2
<b>EMERGENCY TRIGGERS</b>	
<ul style="list-style-type: none"><li>• An unplanned or uncontrolled explosion fire or flood that causes a serious injury or that has the potential of causing a serious injury</li><li>• Other natural disasters such as tornadoes</li><li>• Mining collapse.</li><li>• The collapse or upset of a crane, derrick or hoist.</li><li>• The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.</li></ul>	

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off.

LOCATIONS:

**Fort McMurray, Provincial Building, Jubilee Centre**, Seventh Floor, West Tower, 9915 Franklin Avenue

**Grande Prairie Provincial Building**, Third Floor, 10320 - 99 Street

**Edmonton, Seventh Street Plaza (South)**, Tenth Floor, South Tower, 10030 - 107 Street

**Red Deer, Provincial Building (New)**, Second Floor, 4920 - 51 Street

**Calgary, Guinness House**, Sixth Floor, 727 - 7 Avenue S.W.

**Medicine Hat, Provincial Building**, Main Floor, 346 - 3 Street S. E.

**Lethbridge, Provincial Building**, Third Floor, 200 - 5 Avenue S.

\*DESW's may be required to be deployed to the above locations dependent upon the operational need.

DESW	Job Title	Classification	Schedule
9	Occupational Health and Safety Officer	Standards, Safety and Compliance 5 (SSC 5)	On-call 24 hours, 7 days a week

**Essential Work functions**

- Response to immediate danger complaints and high risk complaints.
- Complaint incident review to determine severity and whether immediate follow up is required.
- Initial Investigation of Priority 1 and 2 incidents (fatalities or serious injuries).
- Site visits to all reportable mining incidents, regardless of whether they are considered Priority 1 or 2 (due to high danger associated with this industry).
- Site Inspections related to immediate danger complaints.

DESW	Job Title	Classification	Schedule
6	Occupational Health and Safety Investigator	Standards, Safety and Compliance 6 (SSC 6)	On-call 24 hours, 7 days a week

**Essential Work functions**

- Acceptance review to determine whether immediate action is required due to health and safety concerns.
- Complete acceptance process for applications presenting an immediate health and safety concern.
- Review of approvals, certifications and licencing to determine whether immediate action is required due to health and safety concerns.
- Complete approval, certification, and licencing process for applications presenting an immediate health and safety concern.
- Attend scheduled court appearances (prosecutions, ticketing trials, etc.)

## DEPARTMENT: MUNICIPAL AFFAIRS - CONTENTS

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**DEPARTMENT: MUNICIPAL AFFAIRS**

***Program: Alberta Emergency Management Agency***

**LOCATION: EMERGENCY MANAGEMENT ALBERTA PROVINCIAL OPERATIONS CENTRE**

Address: 14515 122 Ave, Edmonton AB

<b>ESSENTIAL SERVICE REQUIREMENTS</b>	<b>TOTAL</b>
Total number of capable and qualified <b>managers</b> to perform essential services	8
Total number of capable and qualified <b>opted out &amp; excluded staff</b> to perform essential services	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	9
<b>Total number required to support the essential service operations</b>	<b>9</b>

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

<b>DESW</b>	<b>Schedule</b>	<b>Job Title</b>	<b>Classification</b>
2 per 24hr period	24 hour Operations 1x PDO per 12 hour shift Monday thru Sunday, 24/7, 365 days per year.	Provincial Duty Officer	Program Services 03
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Monitoring of potential and emerging threats to public safety</li> <li>Coordinating Government of Alberta response to emergency events.</li> <li>Respond as single point of contact for communities in Alberta with regard to emergency management.</li> <li>Building, maintaining and promulgating as necessary, accurate and comprehensive situational awareness for the Province.</li> </ul>			

<b>DESW</b>	<b>Schedule</b>	<b>Job Title</b>	<b>Classification</b>
2 per 24hr period	1 x WNC On-call 24/7, with an on-call rotation of 12hrs.	Alberta Emergency Alert Warning Notification Coordinator (WNC)	Program Services 03 or Program Services 04 (Eligibility list will provide DESW's from both classifications.)
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Monitoring, alerting and technical/ administrative support to Albertan communities with regard to Alberta Emergency Alert.</li> </ul>			
<b>Terms and Conditions</b>			
<ul style="list-style-type: none"> <li>When Warning Notification Coordinator is on-call they must be able to be in the office 20-30 minutes from the time of the call. If the POC is activated then the DESW would need to be scheduled and present.</li> </ul>			

PROGRAM: PUBLIC SAFETY DIVISION

ESSENTIAL SERVICE REQUIREMENTS	TOTAL
Total number of capable and qualified <b>managers</b> to perform essential services	5
Total number of capable and qualified <b>opted out &amp; excluded staff</b> to perform essential services	3
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	9
Total number required to support the essential service operations	14

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: COMMERCE PLACE**

Address: 16<sup>th</sup> Floor, 10155 102 St, Edmonton AB

DESW	Job Title	Classification	Schedule
7	Technical Administrators	Standards, Safety and Compliance 7	Monday to Friday 9:00 am – 3:00 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Perform legislative requirements under the Safety Codes Act as it relates to life, health and safety.</li> <li>• Issue variances or code application</li> <li>• Provide advice and evidence for appeals.</li> </ul>			
<b>Foreseeable Changes</b>			
<ul style="list-style-type: none"> <li>• Subject to call back outside of the above noted hours if required.</li> </ul>			

DESW	Job Title	Classification	Schedule
2	Field Officers	Standard, Safety and Compliance 6	Day shift Monday to Friday 8:15 am – 4:30 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>• Arson investigation and inspection</li> <li>• Fire Services/ search and rescue</li> <li>• Conduct fire code compliance inspections in the areas of the province not accredited</li> <li>• Issue fire licences</li> </ul>			

## DEPARTMENT: SERVICE ALBERTA CONTENTS

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**DEPARTMENT: SERVICE ALBERTA**

**Division: SuperNet Secretariat**

**PROGRAM: ALBERTA FIRST RESPONDERS RADIO COMMUNICATIONS SYSTEM (AFRRCS)**

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>
Total number of positions to be filled with capable and qualified <b>managers</b>	3*
Total number of positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	7**
Total number of DESWs required to support the essential service operations	<b>10</b>

**FORESEEABLE CHANGES**

- In the event of an emergency situation all staff may be required to report to work immediately to assist. Note: These positions are on standby in off hours.

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**Emergency Triggers:** In addition to responding to provincial emergency situations the Alberta First Responders Radio Communications System is required to provide law enforcement agencies and emergency responders the network, network services and technical support for critical communications. In some extenuating circumstances they may be requested to support other provinces and the state of Montana.

\*\*Up to 7 bargaining unit employees on shift at any given time.

**LOCATION: EDMONTON PROVINCIAL OPERATION CENTRE**

Address: Main Floor, Provincial Building, 30 Sir Winston Churchill Drive, St. Albert, AB

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1 per shift	Alberta First Responders Radio Control Centre Operations Team Lead	Technologist 6	Monday to Friday 8:15am to 4:30pm

**Essential Service Work Functions:**

- Provides initial guidance and direction on network monitoring and issues management.
- Interfaces with contract service providers for trouble calls.
- Ensures deployment capabilities.
- Provides direction to agency call-ins.
- Monitors all work orders.
- Reconciles invoices to work orders.
- Tasks the Tech 4s as required (radio programming, network monitoring, parts delivery, etc.).
- Responds as required to emergencies and disasters.
- Maintains Provincial Operation Centre readiness.
- Responds as required to the Provincial Operations Centre.

DESW	Job Title	Classification	Schedule
1 per shift	Alberta First Responders Radio Control Centre Operations Technical Advisor	Technologist 6	Monday to Friday 8:15am to 4:30pm

**Essential Service Work Functions:**

- Manages technical and engineering troubles with Agencies onboarding to AFRRCS
- Maintains trouble logs
- Interfaces with agency technical resources
- Coordinates with the engineering support section on problem management
- Researches and recommends solutions to network issues
- Identifies systemic and potential warranty issues
- Responds as required to emergencies and disasters.

DESW	Schedule	Job Title	Classification
3	0600-1726 hours	Alberta First Responders Radio Control Centre Operations Telecommunications Support Technician	Technologist 4
2	1200-2326 hours		
2	1900-0626 hours		

**Essential Service Work Functions:**

- Critical Network monitoring – monitoring traffic, alarms and system usage
- Agency trouble support – responds, analyse and address system errors and failures. Task and monitor service providers as required. Ensure sites are maintained as required. Attend sites throughout Alberta as required.
- Response to emergencies and disasters – respond as required and tasked by first responders and Alberta Emergency Management Agency. Alberta First Responders Radio Control Centre has been tasked to law enforcement operations, interface fires and to site augmentations and failures.
- Site support – ensure lease agreements and contractual obligations are maintained. Payments are completed as to contract agreements. Ensure service providers continue managed service agreements (satellite links, data links, etc.). Urgent procurement of goods and services to maintain sites (parts, service contracts – propane refuels, roads plowed for technician access, etc.)
- Communications support to Alberta Emergency Management Agency.

**PROGRAM: BUSINESS SOLUTION SERVICES**

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>
Total number of positions to be filled with capable and qualified <b>managers</b> to perform essential services*	4
Total number of positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b> to perform essential services	5
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	3
Total number of staff required to support the essential service operations	<b>12</b>

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	MOVES Support Analyst	Program Services 3	Monday to Friday 8:15am to 4:30pm

**Essential Service Work Functions**

- Provide end user access to and daily support of the Motor Vehicles System (MOVES application). This also includes support of the Driver's Licence/Identification Card process/interface with Canadian Bank Note.
- Provide end user access and daily support of the ROADS application.
- Provide end user access and support of the Common Web Interface.
- Provide end user support of the SPEARS/RISE (Internet Renewals) application.
- Provide end user support of the Current Fines application.
- Provide end user support of the External Image Viewer application.
- Provide queries required to support law enforcement or Special Investigations Unit requests.
- Provide SME/BA activities for all application changes required to the above mentioned applications.

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Supervisor Business Support Services	Program Services 4	Monday to Friday 8:15am to 4:30pm

**Essential Service Work Functions**

- Provide application and end user support for ALTO, ALTA 2 and Land Titles BI Reporting applications (tier 1 and 2)
- Perform daily data replication verification to maintain data integrity of the land titles electronic registry
- Provide incident and change management support for all Land Titles applications

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Land Titles Business Support Analyst	Program Services 3	8:15 am-4:30 pm Monday - Friday

**Essential Service Work Functions**

- Provide application and end user support for ALTA and SPIN2 applications (tier 1 and 2)
- Perform required system administration duties to support SPIN2, ALTA and interfaces to other applications

- Provide data extract and interface verification (Daily, weekly and monthly)
- Provide incident and change management support for all Land Titles applications

**Foreseeable changes**

- Critical failure of the Information Technology components making up MOVES, ROADS, MV Ancillary, ALTA, ALTO, ALTA2 or SPIN2 applications or its underlying backend technology would require additional resources to restore service as soon as possible.
- Additional support may be required to complete application changes to MOVES in support of proposed new legislation or legislation changes if the legislation comes into force and specific functionality is required during a work stoppage.

***Division: Shared Services***

**PROGRAM: CLIENT SERVICE OPERATIONS/ EMPLOYEE SERVICES**

<b>ESSENTIAL SERVICE REQUIREMENTS</b>	<b>TOTAL</b>
Total number of positions to be filled with capable and qualified <b>managers</b> to perform essential services*	4
Total number of positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b> to perform essential services	2
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	10
Total number of staff required to support the essential service operations	<b>16</b>

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

\*Essential services to be performed by capable and qualified opted out and excluded staff includes those opted out and excluded that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

Note: Payroll activities must meet requirements laid out in Alberta Labour Standards.

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
4	Team Leads or Payroll Trainers	Administration 1or2	8:15am-4:30 pm Monday - Friday

**Essential Service Work Functions**

- Payroll activities for employees in non-bargaining positions and non-employees (Judiciary, program recipients and board members) formatting incoming spreadsheets for the upload of time for Bargaining Unit employees working and those involved in work stoppage.
- Other payroll activities that must continue; terminations, leaves of absence and Record of Employment (ROE) production, receiving, processing, ending garnishments (CRA, Court Ordered).

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
6	Payroll Specialist	Administrative Support 6	8:15am-4:30 pm Monday - Friday

**Essential Service Work Functions**

- Payroll activities for employees in non-bargaining positions and non-employees (Judiciary, program recipients and board members) upload of time for Bargaining Unit employees working and those involved in work stoppage.
- Other payroll activities that must continue; terminations, leaves of absence and Record of Employment (ROE) production, receiving, processing, ending garnishments (CRA, Court Ordered).

**Foreseeable changes**

- If an emergency situation resulted in the requirement to hire more employees to handle the emergency situation, large volume of injuries or death of our employees, this may require an increase in the staffing to handle the payroll processing.
- More staff may be required depending on time of year, for example large amounts of hires for firefighters in the spring, or in the fall when firefighter employment is ending.

**PROGRAM: PRINT SERVICES**

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>
Total number of positions to be filled with capable and qualified <b>managers</b> to perform essential services	1
Total number of positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b> to perform essential services	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	4
Total number of staff required to support the essential service operations	<b>5</b>

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: CENTRE WEST PRINT CENTRE, LEGISLATURE PEDWAY FEDERAL BUILDING**

Address: 9820 – 107 street, Edmonton, AB

<b>DESW</b>	<b>Schedule</b>	<b>Job Title</b>	<b>Classification</b>
1	Monday to Friday 2:00 am – 10:15 am (7.25 hours)	Digital Print Specialist	Operational Services 4
2	Monday to Friday 8:15 am – 2:15 pm (This shift may be between 3-5 hours depending on volume.)		

**Essential Service Work Functions**

- Operate equipment –Xerox production printers; software equipment.
- Print Notice of convictions.
- Print Driver suspension notice.
- Print AISH cheques, including potential extensions to shift hours to accommodate the one day a month peak cheque run.
- Printing and insertion of court documents for the daily operation of Alberta courts.
- Insert cheques and notice of convictions into envelopes using the specialized equipment and ship to Canada Post.

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	System Administrator	Program Services 3	Monday to Friday 2:00 am – 10:15am (7.25 hours)

**Essential Service Work Functions**

- Provides support and operation of specialized software applications for the provision of high speed print.
- Operate equipment –Xerox production printers; software equipment
- Print Notice of convictions
- Print Driver suspension notice

- Print AISH cheques, including potential extensions to shift hours to accommodate the one day a month peak run
- Printing and insertion of court documents for the daily operation of Alberta courts.

**Foreseeable changes**

Additional staff may be required in the event of an emergency if materials need to be printed for Albertans or in support of emergency operations.

**MAIL AND LOGISTIC SERVICES**

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>
Total number of positions to be filled with capable and qualified <b>managers</b> to perform essential services	2
Total number of positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b> to perform essential services	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	2
Total number of staff required to support the essential service operations	4

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: DUNNET BUILDING**

Address: 10557 – 108 street, Edmonton, AB

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Courier Driver	Equipment Operations 1	Monday to Friday 5:30am-11:30 am (5 hour shifts)

**Essential Service Work Functions**

- Deliver printed information to the courts (from Print Services)
- Sort materials that go to other courts on provincial delivery (all provincial courier bags)
- Pick up GoA Canada Post mail at Canada Post and deliver to Dunnet building

**Foreseeable changes**

Additional staff may be required in the event of an emergency if materials need to be delivered in support of emergency operations.

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Postal Specialist	Administrative Support 3	Monday to Friday 8:15 am-4:30 pm

**Essential Service Work Functions**

- Mail metering
- Provincial inter-department material to support court services (i.e.: printing of court documents distribution.)
- Sorting materials to send to courts across the province
- Drivers and Health care cards.



**PROGRAM: PROVINCIAL RADIO CONTACT CENTRE**

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>
Total number of positions to be filled with capable and qualified <b>managers</b> to perform essential services	0
Total number of positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b> to perform essential services	1
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	17 within a 24 hour period
Total number of staff required to support the essential service operations	<b>18 within a 24 hour period</b>

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: INFRASTRUCTURE BUILDING**

Address: Main Floor, 6950 – 113 Street, Edmonton, AB

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Team Lead Provincial Radio Contact Centre	Program Services 1	Monday to Friday 8:15am to 4:30pm

**Essential Service Work Functions**

- Leads the team to support the AFRRCS dispatching service and the following public emergency lines:
- Report-a-poacher
- Forest Fire Line (310 FIRE) after hours and weekends throughout the year.
- Provincial Parks Enforcement line
- Invasive Species Hot-line
- Office of the Chief Medical Officer of Health (OCMO)
- Treated Animal Information Program
- Alberta Society for the Prevention of Cruelty to Animals
- Manages team to ensure all PRCC services are delivered.
- Supervises employees supporting safety of Work-Alone clients
- Handle calls and perform Senior Radio Operator duties if call volume is high
- Train Work Alone monitoring users to ensure understanding of the tools and PRCC services if new users are activated during a work stoppage.
- Address any escalated calls or client concerns

<b>DESW</b>	<b>Schedule</b>	<b>Job Title</b>	<b>Classification</b>
1	Day shift: 06:30-14:30	Senior Radio Operator	Administrative Support 6
1	Evening shift: 14:30 – 22:30		
1	Night shift: 22:30 – 06:30		

**Essential Service Work Functions**

- Monitoring Work Alone workers utilizing PRCC customized application, locate workers that are overdue with their timers,
- Respond to emergency alarms set off either automatically or by a user/ client,
- Follow strict procedures to ensure client/user safety
- Monitor client/users to ensure compliance with the GOA Work Alone Legislation.
- Answer calls from public lines (which could include notification and dispatch of potential emergency personnel – ex: Wildlife sightings in urban areas, fires, etc.)

- Report-a-poacher
- Forest Fire Line (310 FIRE) after hours and weekends throughout the year.
- Provincial Parks Enforcement line
- Invasive Species Hot-line
- Office of the Chief Medical Officer of Health (OCMO)
- Treated Animal Information Program
- Alberta Society for the Prevention of Cruelty to Animals
- Dispatch information to clients
- Initiate and coordinate response of emergency services or enforcement agencies when required.
- Provide database information to authorized callers to assist in officer's investigation or prosecutions.
- Logging of all records and communication for court, investigations, compliance and training.
- Ensure communications equipment is maintained and remains within acceptable audio and operational parameters.
- Report and log any service outages or problematic equipment reported by clients or detected by the operator to the appropriate vendor.
- Track and log repairs and authorizing vendor overtime to ensure prompt resumption of essential communications in affected areas.
- Recommend solutions for defective or problematic internal hardware and software utilized for providing data to officers.
- Advise the PRCC Team Lead, including outside of normal office hours, of any critical or computer failures.
- Maintain client database.

DESW	Schedule	Job Title	Classification
4	Day shift: 06:30-14:30	Radio Operator	Administrative Support 4
4	Evening shift: 14:30 – 22:30		
4	Night shift: 22:30 – 06:30		

**Essential Service Work Functions**

- Log and record all traffic, radio, telephone and data for court, investigations, compliance and training.
- Create and maintain accurate documentation and recording of client status, location and activities.
- Monitoring Work Alone workers utilizing PRCC customized application, locate workers that are overdue with their timers,
- Respond to emergency alarms set off either automatically or by a user/ client,
- Follow strict procedures to ensure client/user safety
- Monitor client/users to ensure compliance with the GOA Work Alone Legislation.
- Answer calls from public lines (which could include notification and dispatch of potential emergency personnel – ex: Wildlife sightings in urban areas, fires, etc.)
- Report-a-poacher
- Forest Fire Line (310 FIRE) after hours and weekends throughout the year.
- Provincial Parks Enforcement line
- Invasive Species Hot-line
- Office of the Chief Medical Officer of Health (OCMO)
- Treated Animal Information Program
- Alberta Society for the Prevention of Cruelty to Animals
- Dispatch information to clients
- Initiate and coordinate response of emergency services or enforcement agencies when required.
- Provide database information such as driver, vehicle, permits, hunting and fishing licenses as well as infraction information to authorized callers to assist in officer's investigation or prosecutions.
- Forward requests for enforcement services to the appropriate department personnel.

- Logging of all records and communication for court, investigations, compliance and training.
- Ensure communications equipment is maintained and remains within acceptable audio and operational parameters.
- Report and log any service outages or problematic equipment reported by clients or detected by the operator to the appropriate vendor.
- Track and log repairs and authorizing vendor overtime to ensure prompt resumption of essential communications in affected areas.
- Recommend solutions for defective or problematic internal hardware and software utilized for providing data to officers.
- Advise the PRCC Team Lead, including outside of normal office hours, of any critical or computer failures.
- Maintain client database.

**PROGRAM: OFFICE SERVICES**

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>
Total number of positions to be filled with capable and qualified <b>managers</b> to perform essential services	1
Total number of positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b> to perform essential services	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	1 on-call
Total number of staff required to support the essential service operations	<b>2</b>

**On-Call Triggers**

- If any of the duties listed in the Essential Service Work Functions are required, Bargaining Unit staff would be called in. Staff would be required to report to the office within 1 hour. Staff would be required during regular business hours until tasks are completed or issues are resolved.

\*Essential services to be performed by capable and qualified manager will be performing bargaining unit essential service cover-off.

**LOCATION: 108 STREET BUILDING**

Address: 8<sup>TH</sup> Floor, 9942 – 108 Street, Edmonton, Alberta

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	Service Coordinator	Administrative Support 5	Monday- Friday 8:15am to 4:30pm (On call)

**Essential Service Work Functions:**

- Address critical issues with building access card service and system
- Investigate why access cards are not working and correct any issues found.
- Investigate why access card systems are not functioning. Triage and resolve any issues, if possible, prior to calling for repairs.
- Set up access cards that require new access groups to be created
- Address requests for access cards (new or changes). If 5 or more urgent request are received based on client ministry requirements bargaining unit staff would be required.

**Division: Open Government**

**PROGRAM: ALBERTA QUEEN'S PRINTER**

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>
Total number of positions to be filled with capable and qualified <b>managers</b> to perform essential services	1
Total number of positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b> to perform essential services	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	2 -on-call
Total number of staff required to support the essential service operations	<b>3</b>

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**On-Call Triggers**

- The Gazette is published twice per month on a 10 business day cycle. If a work stoppage occurred within week one (day 1 to 5) of the publishing cycle Bargaining Unit staff may be required if a lengthy or complex notice was submitted for publishing. If this does not occur, no Bargaining Unit Staff would be required. If a work stoppage began or continued into week two (day 6 to 10) of the cycle Bargaining Unit staff (Publishing Coordinator) would be required at 8:15am on day 7 of the publishing cycle, but may be required sooner depending on the volume and complexity of materials that need to be published. The Manager would assess volume and complexity and call in staff as required. Staff may be required on day 6 and would be given 2 hours' notice to report to work.
  - During day 1 to 5 of the publishing cycle bargaining unit staff (E-Publishing Coordinator) would be required to monitor the general inbox for incoming material. If material was received that required inputting staff would be required to report to the office within 1.5 hours.
  - If laws were proclaimed in force, Orders in Councils or Ministerial Orders released, or new or amending Regulations filed, bargaining unit staff would need to be called in for the next business day to ensure that updated laws were processed and published on the Queen's Printer Websites on an as needed basis. (Publishing Coordinator or E-Publishing Coordinator)
- Note:** Once called to report to work staff would be required to work regular, full-time hours until the end of the publication cycle.

**LOCATION: 7TH FLOOR PARK PLAZA**

Address: 10611 – 98 Avenue, Edmonton, Alberta

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
1	E-Publishing Coordinator	Administration 1	Monday to Friday 8:15am-4:30 pm (on-call)

**Essential Service Work Functions**

- Receive and prepare Orders in Council, Ministerial Orders and supporting legislative materials for publishing.
- The Alberta Gazette Part I and Part II must be published, along with Orders in Council, Ministerial Orders and supporting legislative materials.
- Update and publish the Alberta Gazette, new laws and legislative related materials such as Orders in

Council, Ministerial Order and Alberta Rules of Court, etc. on the Queen's Printer website and on QP Source Professional.

DESW	Job Title	Classification	Schedule
1	Publishing Coordinator	Administrative Support 5	Monday to Friday 8:15am-4:30 pm (on-call)
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Prepare documents for publishing in the Alberta Gazette on a bi-weekly basis. Alberta Gazette Part I and Part II must be published on-line and in print format, Liaise with clients to ensure content accuracy prior to publishing on-line or in print.</li> <li>Liaise with clients to ensure content accuracy prior to publishing on-line or in print</li> </ul>			
<b>Foreseeable changes</b>			
In the event of an emergency or disaster, staff may be required to report to work immediately to publish special orders regarding the emergency situation.			

**Division: Consumer and Registries Services**

**PROGRAM: LAND TITLES AND SURVEYS**

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of positions to be filled with capable and qualified <b>managers</b> to perform essential services	4
Total number of positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b> to perform essential services	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	30
Total number of staff required to support the essential service operations	34

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: EDMONTON, JOHN E BROWNLEE BUILDING**  
Address: Mezzanine Floor, 10365 – 97 Street, Edmonton, Alberta

DESW	Job Title	Classification	Schedule
1	Supervisory Survey Plan Examiner	Technologies 6	Monday to Friday 8:00am-4:00 pm
<b>Essential Service Work Functions</b>			
Examination and registration of any of the following categories of documents that are time sensitive/urgent/ court ordered work :			
<ul style="list-style-type: none"> <li>Court Orders (Urgent or extension orders under the adult Guardianship and Trusteeship Act; or any order directing Land Titles to register immediately, specifically in relation to plans or surveys related documents)</li> <li>Builders Lien (or discharge of builders lien)</li> <li>Certificate of Approval</li> <li>Certificate of Lis Pendens (re: Writ, Builders Lien or Caveat)</li> <li>Change Notice (fixture or crops)</li> <li>Employment Standards Orders</li> <li>Expiry of Lien</li> <li>Extension Order</li> </ul>			

- Health Hazards
- Lapse of Lien
- Notice of Intention to Expropriate
- Assist in the triage of Surveys work

**Foreseeable changes**

In the event of an emergency or damage to the Land Titles Office building, staff may be required to protect or restore irreplaceable records.

DESW	Job Title	Classification	Schedule
6	Team Lead and Technical Advisor	Legal Administration 5	Monday to Friday 8:00am-4:00 pm

**Essential Service Work Functions**

Examination and registration of any of the following categories of documents that are time sensitive/urgent/ court ordered work :

- Court Orders (Urgent or extension orders under the adult Guardianship and Trusteeship Act; or any order directing Land Titles to register immediately)
- Builders Lien (or discharge of builders lien)
- Certificate of Approval
- Certificate of Lis Pendens (re: Writ, Builders Lien or Caveat)
- Change Notice (fixture or crops)
- Employment Standards Orders
- Expiry of Lien
- Extension Order
- Health Hazards
- Lapse of Lien
- Notice of Intention to Expropriate
- Assist in coordination of Legal Admin 4, and Administrative Support staff to ensure appropriate triage and assignment of essential work.

DESW	Job Title	Classification	Schedule
8	Senior Land Titles Analyst	Legal Administration 4	Monday to Friday 8:00am-4:00 pm

**Essential Service Work Functions**

Examination and registration of any of the following categories of documents that are time sensitive/urgent/ court ordered work :

- Court Orders (Urgent or extension orders under the adult Guardianship and Trusteeship Act; or any order directing Land Titles to register immediately)
- Builders Lien (or discharge of builders lien)
- Certificate of Approval
- Certificate of Lis Pendens (re: Writ, Builders Lien or Caveat)
- Change Notice (fixture or crops)
- Employment Standards Orders
- Expiry of Lien
- Extension Order
- Health Hazards
- Lapse of Lien
- Notice of Intention to Expropriate
- Assist in the triage of work



DESW	Job Title	Classification	Schedule
2	Administrative Support/ Land Titles Operational Support	Administrative Support 4	Monday to Friday 8:00am-4:00 pm
<b>Essential Service Work Functions</b>			
<ul style="list-style-type: none"> <li>Administrative Support4 Staff would maintain the priority order of work and ensure document triage occurred to separate out essential work identified above.</li> </ul>			

**LOCATION: SERVICE ALBERTA BUILDING**  
Address: 2nd floor 710 – 4<sup>th</sup> Avenue SW, Calgary, Alberta

DESW	Job Title	Classification	Schedule
1	Supervisory Survey Plan Examiner	Technologies 6	Monday to Friday 8:00am-4:00 pm
<b>Essential Service Work Functions</b>			
<p>Examination and registration of any of the following categories of documents that are time sensitive/urgent/ court ordered work:</p> <ul style="list-style-type: none"> <li>Court Orders (Urgent or extension orders under the adult Guardianship and Trusteeship Act; or any order directing Land Titles to register immediately, specifically in relation to plans or surveys related documents)</li> <li>Builders Lien (or discharge of builders lien)</li> <li>Certificate of Approval</li> <li>Certificate of Lis Pendens (re: Writ, Builders Lien or Caveat)</li> <li>Change Notice (fixture or crops)</li> <li>Employment Standards Orders</li> <li>Expiry of Lien</li> <li>Extension Order</li> <li>Health Hazards</li> <li>Lapse of Lien</li> <li>Notice of Intention to Expropriate</li> <li>Assist in the triage of Surveys work</li> </ul>			

DESW	Job Title	Classification	Schedule
4	Team Lead and Technical Advisor	Legal Administration 5	Monday to Friday 8:00am-4:00 pm
<b>Essential Service Work Functions</b>			
<p>Examination and registration of any of the following categories of documents that are time sensitive/urgent/ court ordered work:</p> <ul style="list-style-type: none"> <li>Court Orders (Urgent or extension orders under the adult Guardianship and Trusteeship Act; or any order directing Land Titles to register immediately)</li> <li>Builders Lien (or discharge of builders lien)</li> <li>Certificate of Approval</li> <li>Certificate of Lis Pendens (re: Writ, Builders Lien or Caveat)</li> <li>Change Notice (fixture or crops)</li> <li>Employment Standards Orders</li> <li>Expiry of Lien</li> <li>Extension Order</li> <li>Health Hazards</li> <li>Lapse of Lien</li> </ul>			

- Notice of Intention to Expropriate
- Assist in coordination of Legal Admin 4, and Administrative Support staff to ensure appropriate triage and assignment of essential work.

DESW	Job Title	Classification	Schedule
6	Senior Land Titles Analyst	Legal Administration 4	Monday to Friday 8:00am-4:00 pm

**Essential Service Work Functions**

Examination and registration of any of the following categories of documents that are time sensitive/urgent/ court ordered work:

- Court Orders (Urgent or extension orders under the adult Guardianship and Trusteeship Act; or any order directing Land Titles to register immediately)
- Builders Lien (or discharge of builders lien)
- Certificate of Approval
- Certificate of Lis Pendens (re: Writ, Builders Lien or Caveat)
- Change Notice (fixture or crops)
- Employment Standards Orders
- Expiry of Lien
- Extension Order
- Health Hazards
- Lapse of Lien
- Notice of Intention to Expropriate
- Assist in the triage of work

DESW	Job Title	Classification	Schedule
2	Administrative Support/ Land Titles Operational Support	Administrative Support 4	Monday to Friday 8:00am-4:00 pm

**Essential Service Work Functions**

- Administrative Support 4 Staff would maintain the priority order of work and ensure document triage occurred to separate out essential work identified above.

## DEPARTMENT: TRANSPORTATION – CONTENTS

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**DEPARTMENT: TRANSPORTATION**

***Division: Safety, Policy and Engineering***

**PROGRAM: SAFETY AND COMPLIANCE SERVICES**

<b>ESSENTIAL SERVICES REQUIREMENTS</b>	<b>TOTAL</b>
Total number of essential service positions to be filled with capable and qualified <b>managers</b>	3
Total number of essential service positions to be filled with capable and qualified <b>opted out &amp; excluded staff</b>	0
Total number of <b>bargaining unit members</b> required fulfill DESW positions during essential services operations	5
Total number required to support the essential services operations	8

\*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**LOCATION: TWIN ATTRIA BUILDING, EDMONTON**  
Address: Main Floor, 4999-98 Avenue, Edmonton, AB

<b>DESW</b>	<b>Job Title</b>	<b>Classification</b>	<b>Schedule</b>
5	Compliance Officer	Program Services 3	5 person rotation to allow for 24 hour coverage (schedule to be provided with eligibility list)

**Essential Service Work Functions**

- Emergency response to dangerous goods that are reported to the Coordination and Information Centre as per legislative requirements.
- Reception, triage and dissemination of:
  - Dangerous goods incidents that are reported to the Coordination and Information Centre as per legislative requirements.
  - Environmental incidents that are reported to the Coordination and Information Centre as per legislative requirements.
  - Reception and response to dangerous goods inquiries from Law Enforcement Agencies regarding the safe handling and transportation of dangerous goods.

**Foreseeable changes**

- A major dangerous good or environmental event or an extended event that requires assistance. Additional staff would be required to provide assistance and guidance to first responders at the scene as well as updating the Coordination and Information Centre (CIC). The CIC would relay the information to CANUTEC (Federal Emergency Response Centre). The number of staff required would be dependent upon geographical location of the incident.

## Umpire Process

### Umpire Orientation

1. All Umpires will be required to attend a one-day general orientation to the ESA and the dispute resolution process.
2. Specialized Umpires will be required to attending one or more half day specialized orientation.

### Dispute Process

1. The parties see the resolution of disputes under Article 7as an expedited dispute resolution process that will not rely on the more formal rules of adjudication. Umpires will not mediate or conduct mediation-arbitrations.
2. As per Article 7 of the Essential Services Agreement, the dispute must be heard within 24 hours of the Umpire receiving a Referral of Dispute. Hearings will occur by teleconference or in person.
3. Umpires are expected to be available for hearings outside of regular business hours.
4. To ensure that full disclosure occurs prior to the hearing the Referral of Dispute will be completed in full and any additional documentation will be provided with the Referral of Dispute. It is the expectation of the parties that, to the best of their ability, all relevant information is provided at the time of referral.
5. The Referral of Dispute must contain:
  - a. union Information including
    - I. name of contact person
    - II. mailing address/Postal Code
    - III. contact number and email address
    - IV. fax Number
  - b. employer information including
    - I. name of contact person
    - II. mailing address/Postal Code
    - III. contact number and email address
    - IV. fax Number
  - c. name and contact information for Worksite Representatives
  - d. umpire information including

- I. name of contact person
  - II. mailing address/Postal Code
  - III. contact number and email address
  - IV. fax Number
- e. dispute information including
- I. department, Program Area, Worksite location
  - II. grounds for referral under the Essential Services Agreement
  - III. remedy
  - IV. evidence
6. Written decisions will be released to the parties no later than 48 hours of the referral of the dispute. This can be done initially via email however, paper copies must also be sent to the parties as well as to the Chief Umpire.
7. The Chief Umpire will be copied on all Referrals and Decisions.
8. To ensure consistency in decision making under the Essential Services Agreement, all Umpire decisions will be circulated to all Umpires to keep them apprised of the interpretation and application of the Essential Services Agreement.
9. Written decision will be no longer than five (5) pages and must contain:
- a. a description of the questions / disputes before you
  - b. the decision(s) on the questions / disputes
  - c. a description of what you considered
  - d. brief reasons.



## **Umpire Roster**

### **Role of the Chief Umpire:**

1. Deal with any disputes about the Amendment of the ESA or Emergencies under the ESA.
2. Mediate, adjudicate or use mediation-arbitration.
3. Act as a resource to the Umpires, if required.
4. Adjudicate General or Specialized disputes under the Essential Service Agreement, if required.

### **Effective Date and Term**

1. The Umpire Roster is effective on the date on which the Essential Services Agreement is accepted for filing by the Commissioner and applies to any strike or lockout related to the round of collective bargaining underway at the time of filing.

### **Assignment of Work**

1. Assignment of work under the Roster – the parties will refer a dispute to the next available Umpire on the respective roster.
2. If required, Umpires can be reassigned with agreement of the parties, and with reasonable orientation time.

### **General Disputes Umpire Roster**

1. Individuals on the General Disputes Umpire Roster and will resolve disputes in the following Departments:
  - a. Infrastructure
  - b. Agriculture and Forestry
  - c. Environment and Parks
  - d. Health
  - e. Municipal Affairs
  - f. Labour
  - g. Transportation
  - h. Service Alberta
  - i. Justice and Solicitor General

- i. Fish and Wildlife
- ii. Strategic Services
- iii. Alberta Crown Prosecution Services
- iv. Office of the Chief Medical Examiner
- v. Office of the Public Guardianship and Trustee

2. General Disputes Umpire Roster:

Name	Region
Leanne Young	North
Anton Melnyk	North
Mike Hokanson	South
Kelly Williams-Whitt	South
A. Robson Garden	South
Allen Ponak	South
Bill McFetridge	South

**Specialized Disputes**

1. Individuals on the General Disputes Umpire Roster and will resolve disputes in the following Departments:
  - a. Justice and Solicitor General
    - i. Resolution Court Administration Services
    - ii. Adult Correction
    - iii. Community Corrections
    - iv. Youth Corrections Probations
    - v. Youth Attendance
    - vi. Young Offender Centre Operations
    - vii. Commercial Vehicle Enforcement
    - viii. Sheriffs Branch
  - b. Environment and Parks

- c. Children's Services
- d. Community and Social Services.

2. Specialized Disputes Umpire Roster:

Name	Specialization	Region
Mia Norrie	Justice and Solicitor General / Resolution and Court Administration Services	North
Phyllis Smith	Justice and Solicitor General	North
Tom Jolliffe	Resolution and Court Administration Services	North
Cheryl Yingst Bartel	Resolution and Court Administration Services	South
Richard Hornung	Justice and Solicitor General /RCAS	South
Cheryl Yingst Bartel	Justice and Solicitor General	South
Klaus Opatril	Community and Social Services Childrens Service	North
Dev Chankasingh	Community and Social Services Childrens Service	North
Michael Dyer	Community and Social Services Childrens Service	South