

Ministry: Social Services
Branch: Systems Services
Location: Vancouver

Working Title:
Level:
Classification:

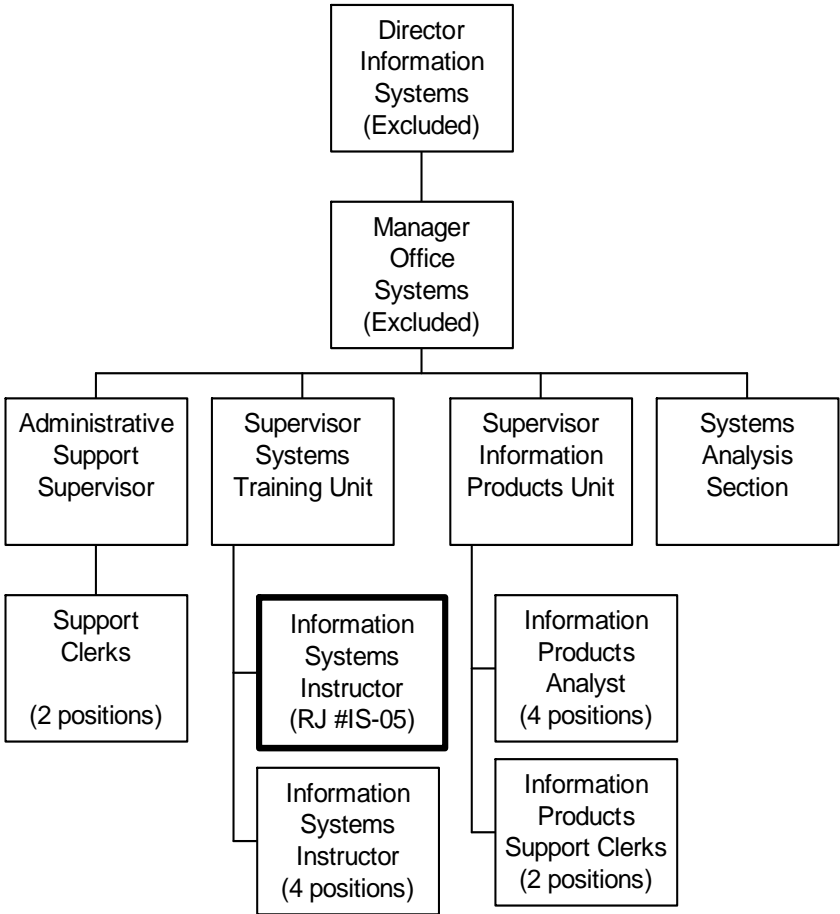
Information Systems Instructor
Range 18
Information Systems

PRIMARY FUNCTION

To produce written and electronic training materials for ministry staff on new or enhanced applications developed in-house and design and deliver training sessions for assigned projects/systems.

JOB DUTIES AND TASKS

1. Analyzes new or enhanced applications developed in-house to identify staff training requirements
 - a. analyzes and reviews new or enhanced "custom" in-house applications
 - b. reviews detailed requirements and technical design documents
 - c. reviews General Requirements Document (GRD), and other design documents to ensure the consistency, accuracy, and design of training materials
 - d. determines user responsibilities and establishes user information needs
 - e. work with project teams to identify issues, recommend alternatives and resolve problems
 - f. provides information to the project team on screen and report design to improve user efficiency and ensure screen presentation and mechanics meet standards
 - g. participates in the development of the implementation and conversion plan
 - h. provides training on a wide variety of ministry systems and uses a variety of information technology to develop training materials and train users
2. Designs and develops in-house training materials
 - a. designs and produces training products, materials and manuals, and revises training product plans
 - b. edits tests and maintains training products to ensure they meet user requirements
 - c. determines the most suitable method of training (including classroom, on-site, self administered, computer based training and video) for each module
 - d. organizes and conducts reviews of the training model with project/training teams, and user groups
 - e. develops training exercises, scenarios and case databases and creates visual aids
 - f. develops case studies to be used in the delivery of each module
3. Delivers formal, in-house training to ministry staff at various locations
 - a. delivers formal standup training to groups on a variety of information systems at ministry training centres throughout the province
 - b. ensures self-administered training packages are available for all ministry job functions
 - c. develops and presents training to on-site users who support self-administered training in their offices (i.e., train the trainers)
 - d. develops, organizes and presents tailored training to user groups on request
 - e. attends centralized training events to respond to systems questions, present training materials and deliver information at conferences and through presentations
4. Performs other related duties
 - a. provides input into the purchase of new training technology by reviewing cost data
 - b. sets up and maintains a single user information system of training course material
 - c. verifies expenses such as central IT agency billings and timesheets



REASON FOR CLASSIFICATION

Reference Job #IS-05

Job Title: Information Systems Instructor

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of computer systems and training development to identify ministry staff training requirements; design in-house training products for new or enhanced applications; deliver training to ministry staff at various locations or ensure self-administered training packages are available, and test and modify training products as required.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to apply structured study, analysis and interpretation of new or enhanced applications developed in-house and training products and choose an approach using a combination of accepted procedures and systems to review technical design documents to determine staff training requirements and most suitable method of training; develop and modify training products and review cost data to provide input into the purchase of new training technology.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Discretion required to exchange technical information needing an explanation to train ministry staff on the use and features of various applications.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive to meetings and training sites across the province.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by training plans and ministry systems policy, applies accepted work methods in a different way to review technical design documents, identify staff training requirements and develop training products on new and enhanced applications developed in-house, deliver staff training and ensure accuracy and consistency between information products and training materials.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to provide cost data on new and available technology for input to purchasing decisions.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to set up and maintain a single user information system of training course material.</p>	C	15

REASON FOR CLASSIFICATION

Reference Job #IS-05

Job Title: Information Systems Instructor

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility as a dedicated trainer to provide formal training as the main purpose of the job, check work quality, and provide performance feedback to students.	CE	15
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care and attention to occasionally drive a vehicle to training sites.	B	10
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently coordinate training plans and concurrent projects to meet shifting deadlines.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently stand to present formal training sessions.	C	12
12	SURROUNDINGS Exposure to regular overnight travel to deliver training.	B	4
13	HAZARDS Moderate exposure to hazards from regular use of public transportation while travelling to training sites.	B	4

Total Points: 659.5

Level: Range 18