

# JOB DESCRIPTION

## Benchmark Job #093

Ministry: Various  
Branch: Personnel Services  
Location: Various

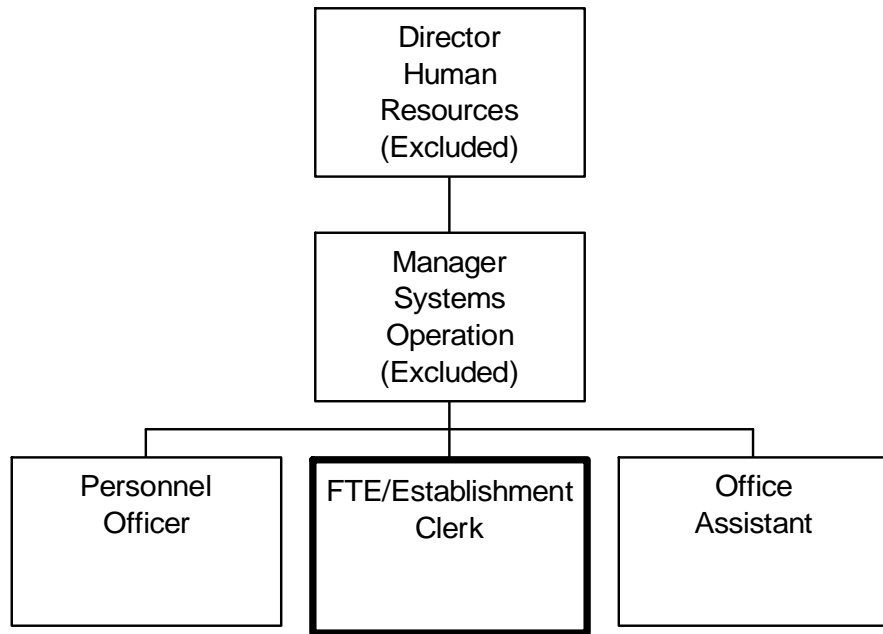
Working Title: **FTE/Establishment Clerk**  
Level: Range 9  
Classification: Clerk

### PRIMARY FUNCTION

To provide administrative services for maintaining, tracking and controlling FTE and related establishment information for a ministry of 5,500 FTEs.

### JOB DUTIES AND TASKS

1. Reviews, controls and maintains ministry establishment database information
  - a. receives, reviews, identifies and corrects discrepancies and advises appropriate personnel
  - b. records and enters information on the database regarding employee and/or position changes for the ministry
  - c. maintains and updates records and compiles statistical information as required
  - d. transfers and tracks pay lists and FTEs to ensure that FTEs are not erased
2. Prepares and distributes reports relating to establishment and FTEs for the ministry and central agency using a variety of computer software applications
  - a. produces reports and graphs including ministry vacancy list, exit statistics and sick leave statistics
  - b. produces reports incorporating pay and salary information
  - c. transfers data from FTE system to produce a report for ministry tracking of FTE usage
  - d. tracks, updates and produces reports of supernumerary position numbers
  - e. prepares summaries reconciling vacancies for review and submission to central agency
  - f. produces standard and ad-hoc reports for statistical purposes and to ensure data control and integrity
3. Provides FTE budget monitoring functions
  - a. processes journal vouchers relating to call-outs, inter-ministry secondments, FTE allocations, rehab placements, pre-retirement leave, union leave, etc.
  - b. reviews and corrects FTE budget figures to pay lists to reflect FTE consumption
  - c. calculates manual adjustments for reimbursement of FTEs using Manpower Monitoring Report
  - d. calculates and updates management salaries on a monthly basis
4. Provides assistance and information on employee/position data and FTE tracking, including verifying and adjusting data
  - a. exchanges information on employee/position data with various ministry staff for the purpose of updating employee and position data, correcting errors on submitted forms and to resolve problems
  - b. ensures integrity and accuracy of personnel and establishment databases
  - c. provides information to staff on FTE establishment, the systems usage and related policy and procedures
  - d. instructs staff on how to submit data for personnel and FTE databases
  - e. assigns appropriate position numbers to field personnel offices and controls allocation of discretionary position numbers
5. Performs other related duties
  - a. maintains reference library of manuals
  - b. provides formal training on Human Resource Management Systems and on organization chart software to staff
  - c. backs up and restores data



## REASON FOR CLASSIFICATION

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b>                      Know a variety of manual and electronic records management functions and understand how they relate to ministry organizational practices to maintain, track, control and review FTE and related establishment information and instruct staff on how to resolve discrepancies on FTE system.</p>	D	100
2	<p><b>MENTAL DEMANDS</b>                      Judgement to recognize known differences and determine the priority of tasks to prepare computerized FTE reports, instruct staff on how to resolve discrepancies on FTE system and to process journal vouchers related to FTEs.</p>	C	60
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b>                      Discretion required to exchange information needing explanation with other ministry staff on FTE procedures and how to resolve FTE discrepancies.</p>	C	30
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b>                      Significant coordination and dexterity required to perform data entry to produce reports and FTE information with speed and accuracy.</p>	D	22.5
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b>                      Guided by specific procedures, select a course of action to complete assignments using previous instruction to provide administrative services, maintain, track, control and review FTE and related establishment information, prepare and distribute FTE reports and instruct staff how to solve discrepancies in FTE system.</p>	C	50
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b>                      Some financial responsibility to process and calculate journal vouchers related to FTE allocations.</p>	C	15
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b>                      Significant responsibility to control the accuracy and integrity of FTE and related establishment information on database.</p>	D	22.5

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to provide formal training to staff on how to use computer software programs for FTE/establishment and organization charts systems.	B	9
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Responsibility for own well-being and safety in a low risk environment.	A	5
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently visually focus on source documents while performing data entry of FTE information.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently keyboard with speed and accuracy to enter data.	C	12
12	<b>SURROUNDINGS</b> Exposure to office setting with minimal disagreeable elements.	A	2
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding.	B	4

**Total Points: 344**

**Level: Range 9**