

Job Class Profile: Registrar II**Pay Level: CG-29 Point Band: 622-675**

| Factor | Knowledge | Interpersonal Skills | Physical Effort | Concentration | Complexity | Accountability & Decision Making | Impact | Development and Leadership | Environmental Working Conditions | Total Points |
|--------|-----------|----------------------|-----------------|---------------|------------|----------------------------------|--------|----------------------------|----------------------------------|--------------|
| Rating | 4 | 4 | 2 | 3 | 4 | 3 | 3 | 4 | 2 | |
| Points | 187 | 67 | 13 | 14 | 120 | 65 | 62 | 86 | 21 | 635 |

JOB SUMMARY

The Registrar II performs responsible administrative or advanced supervisory work in supervising a large departmental registry.

Key and Periodic Activities

- Supervises the operation of a departmental registry system. Develops and revises work procedures; makes work assignments and sets priorities and deadlines for completion of assignments; provides advice and guidance to subordinate staff; authenticates time and attendance reports, evaluates program progress and results and individuals performance.
- Reviews acts and regulations pertaining to the department in order to assess affect on the files maintained, and adjusts the system accordingly.
- Maintains monthly statistics on all new files opened, files closed and files destroyed. Writes report on registry to be included in the department's annual report.
- Maintains considerable contact with staff in regional offices. Responsible for all correspondence to them concerning changes, cancellations or corrections to file numbers. Responds to their requests for information from registry.
- Maintains a comprehensive index for the registry system containing many major groups of files, in alphabetical and numerical order, with frequent cross-reference of files. Maintains significant numbers of files by complex subject headings
- Supervises the opening, coding, distributing and filing of all mail. Oversees maintenance of general records concerning same.
- Maintains liaison with Records Manager concerning historical files. Arranges for old files to be transferred to Record Centre for storage. Periodically reviews files to determine status.
- Frequently assists departmental staff in research work by searching for appropriate files and related information.
- Attends records management seminars and other related training sessions.
- Responsible for maintaining the operation of photocopier, scanner and/or facsimile.
- Requisitions office supplies and stationery.

SKILL**Knowledge**

General and Specific Knowledge:

- Records and Information Management

Formal Education and/or Certification(s):

- Minimum: Diploma in Business or Office Administration

Years of Experience:

- Minimum: 3-5 years of related registry experience

Competencies:

- Uses various computer software programs such as spreadsheets, word processors, databases, and specialized records management software.

Interpersonal Skills

- A range of interpersonal skills are used to perform activities such as listening; asking questions; providing routine information and direction; giving advice and guidance regarding records management procedures and policies; communicating complex information and gaining the cooperation of others to complete work assignments. Skills are used to communicate correct information and provide advice and guidance to employees within the registry or department.
- Communication occurs with employees within immediate work area, department and the organization, including supervisors or managers.
- Most significant contacts are employees within immediate work area, Departmental Executive, and employees/peers in other Departments such as the Office of the Chief Information Officer and the Provincial Archives.

EFFORT**Physical Effort**

- Work demands do not result in considerable fatigue requiring periods of rest.
- May be required to lift boxes of files, supplies, etc. weighing up to 25 lbs.
- Work provides the opportunity to occasionally stand and walk within the office environment.
- Regularly required to perform fine finger/precision work while sitting at the computer performing job functions.
- Regularly required to bend and stretch while performing general office procedures (i.e. retrieve and return files, stretching to reach file boxes).

Concentration

- **Visual concentration** is regularly required when running reports, entering data, database creation, records maintenance, etc.
- **Auditory concentration** is regularly required when listening to concerns about departmental records or employees within the registry or department.
- **Repetition requiring alertness** is evident when arranging for old files to be transferred to Record Centre for storage
- Regularly impacted by **interruptions and multiple time pressures/deadlines** with a **lack of control over work pace**. A typical example of a daily deadline is the delivery of mail within the Department twice a day.
- **Exact results and precision** are needed when determining the retention/disposal schedule of

records, or the generation of reports in TRIM.

Complexity

- Work typically involves tasks and activities that are quite different and unrelated. Performs information management and supervisory/administrative functions that allow for the use of different skills and knowledge. Responsible for the operation of a departmental registry system including developing and revising work procedures; work assignments and sets priorities and deadlines for completion of assignments.
- Challenges can often be addressed by following guidelines and/or procedures while working within defined work processes.
- The most typical challenge or problem relates to the efficient operation of a departmental registry including the lack of physical space in the registry which could prolong the amount of time needed to process a request for information.
- Policies, procedures and guidelines exist to assist and address issues and challenges. Various acts and regulations govern the work performed such as: Access to Information Privacy and Policy (ATIPP) and Corporate Records Information Management Standard (C-RIMS).

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are moderately prescribed and controlled. Work is carried out with a degree of independence.
- Decisions can be made on the following: maintaining registry attendance and overtime; implementing and following through on policy, process and procedure change pertaining to Records and Information Management; assigning/delegating tasks to staff within the registry; and ordering of office supplies within delegated authority.
- Requires supervisor's approval for issues and concerns with attendance, overtime or human resources associated with employees within the Registry, large expenditures, or travel approval.
- Work tasks involving the releasing of confidential information are completed using discretion and independent judgment. Discretion and judgment is also exercised to ensure smooth registry operations.

Impact

- Impacts generally affect immediate work area, within the Department, and the outside the Department but within the organization.
- Work activities impact equipment, processes, systems, information, finances, material, and human resources.
- The consequences of a mistake or error can have impact in the immediate workplace as well as the department. Work performed is highly confidential but procedures need to ensure that all information is accessible for easy retrieval and is filed correctly, either manually and/or electronically. If an error occurs, the incorrectly filed information could have a significant impact on the availability of information and cause delays for those requesting the information. For example, records may get disposed of that should not have been.
- Consequences of mistakes or errors are typically identified and resolved quickly.
- Legislation, policies, and procedures are in place to mitigate mistakes or errors.

Development and Leadership of Others

- Typically responsible for direct and ongoing bargaining unit supervisory activities for a small size work group of employees (1 to 4 employees).
- Performs role as team leader (technical or functional) on a regular basis (i.e. designing, implementing and quality control of the TRIM-E (or TRIM executive) database).

WORKING CONDITIONS

Environmental Working Conditions

- Does not require any special precautions or safety equipment.
- Limited likelihood of minor cuts, bruises, abrasions, fractures, minor illnesses or injury resulting in partial or total disability.
- Some exposure to dirt, dust, filth and garbage, glare from computer screens and awkward or confining spaces (i.e. retrieving files from storage).