

Paul Bednarek
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EDUCATION: B.A. Honours Social Sciences University of Ottawa 1971
M.A. Public Administration Carleton University 1972

QUALIFICATIONS:

Treasury Board Classification Accreditation Number #299

EC training; UCS Job Description Writing; UCS Job Evaluation Course;
UJEP Work Description Training, Fundamentals of Management, Risk
Assessment-Basic, Fundamentals of Budget Formulation/Control,
Negotiating Skills, Project Management,

WORK EXPERIENCE:

Post Retirement Consultant Work:

Military Police Complaints Commission

3 work descriptions and rationales - AS

RCMP

4 work descriptions –AS, CR, CS/C
2 work descriptions Communications

HRDC

Conducted 60 on sites for the CS group

Transport Canada

Ethics and Values – proposed PE-06

Acting Chief Classification Department of Justice April 2007 to February 2008 (retired)

- Responsible for the operational classification operations of delegated positions in NCR for the Department. Supervision of two PE-04s, PE-03 and two CR-05 assistants. Delegated positions include AS 1-6; CS 1-3; ES/EC 1-5; FI 1-2; GT1-4;HR1-3;IS 1-4;PE 1-3;PG 1-4; PM 1-5; SI 1-6.
- Provided and supervised EC training for senior managers in the ES and SI groups.

Senior Classification Advisor Department of Justice March 2005 to April 2007

- Responsible for all aspects of classification in an operational context and the tutoring and accreditation of new officers

**Senior Corporate Classification Consultant Accreditation, Training, Monitoring, Standards PE-04
Canada Customs and Revenue December 2000 to March 2005.**

- Developed the CCRA Monitoring and Review Policy for the Agency requiring consultations with various stakeholders including senior PE managers and operational managers.
- Responsible for the review, revision, development of the **Agency Classification Standard** and the Management/Gestion (MG) Reference Tool. Both these documents will be used within the Agency to classify all positions. The ACS was developed from the UCS although the ACS better reflects the work done within the Agency. The **MG Reference Tool** is an off shoot of the ACS and will be used to classify positions in the Agency whose primary purpose is managerial;
- To produce such documents requires analyses of the ratings and levels to ensure that the results of the classification activity will not result in major red or green circling of employees.
- Responsible for the evaluation and review of the new MG group in CCRA and on-going monitoring of evaluations,
- Participated in the development of information tools for the new MG group in CCRA outlining the implications for the employees including grievance rights etc.
- Chaired the National Classification Review Committee in CCRA composed of senior managers EX-1 and equivalents- to develop model jobs, evaluate proposed MG jobs, conduct sore-thumbing exercises etc.
- Conduct classification evaluation committees of positions submitted informally (prior to formal classification grievance) by MG employees . These Committees for all intent and purpose are classification grievance committees.

Senior Intergovernmental Activities and Research Officer, AS-05, Transport Dangerous Goods Directorate, Transport Canada 1988-2000

- Prepares the Report on Plans and Priorities for the Directorate, Operational Plans, Main Estimates; Federal Science Expenditure and Personnel documents; prepares the input to the President of the Treasury Board's Annual Report; develops the Resource Requirements Review for the Directorate, responsible for UCS (includes the following Directorates: Rail Safety, Road Safety and TDG); a identification and development of performance indicators for HQ TDG, accommodation exercise;
- As a special project, responsible for the writing and evaluation over 90 work descriptions in **UCS format** for the Transport Dangerous Goods Directorate- these positions include CR, AS, PM, CH, EN-ENG, PC, EG;
- Involved in all aspects of the review for consistency of TDG positions, preparation of evaluation documents;
- Represents the Rail Safety, Road Safety and TDG at the NCR UCS committee concerning developments in UCS;
- Presented UCS information sessions to managers and staff in these Directorates;

Senior Classification Monitoring, Review, Grievances, Training, Accreditation and Standards Officer, Corporate, Transport Canada 1978-88:

- Develops, revises and participates in classification standards activities for Transport Canada's user groups- **AO, AI, SO, LI**;
- Develops and writes classification and organization policy and procedures for Transport Canada; analyses and recommends changes to TC classification policy;
- Develops and presents classification training to managers and employees across Canada;
- Conducts Classification reviews at regional and headquarters organizational levels on classification, employment equity, official languages including selecting officers to participate on reviews, costs the reviews, develops project schedule and writes the final report and develops corrective action plans with the managers involved;
- Discusses review findings with senior regional and headquarters managers; develops corrective action plans and dates for completion of corrective actions;
- Monitors corrective action plans to ensure that corrective actions are on time;

- Convenes **classification grievance** review boards, writes reports and presents findings and recommendations to the Deputy Minister's Nominee;
- **Monitors** the classification programs in the regions utilizing the personnel management system, classification action forms, grievances;
- Designs organizations from Group to sections.

Senior Classification Officer in the Department of Veterans Affairs 1974-78- both in the corporate area and Veteran's Services operational unit. Responsible for the classification of WPs, MDs, Nurses, HS/GS, GLT, AS, CR, PM. 1974-78

ADDITIONAL QUALIFICATIONS:

Description Plus, WordPerfect, Excel, Microsoft Word, Org Plus for Windows

References

Gilles Gauthier Chief Classification Department of Justice 819-682-9771

Joan Pratt A/Director, Corporate programs and Senior Management Services (613) 941-1879

Odette Cyr Assistant Director Canada Revenue Agency
Standard Design and Evaluation Section 613-941-7148