

**Resume of Al (Albert) Butt, President,
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With respect to training and experience in the field of Organization Analysis and Classification.

CLASSIFICATION

- Extensive experience in all aspects of the EC (ES/SI) Conversion Readiness Program.
- Writing Work Descriptions in various formats.
- Evaluating positions at all levels using all classification standards.
- Chairing and participating in classification grievances.
- Conducting audits and on-site reviews.
- Conducting BI-annual reviews and other random sampling projects.
- Resolving conflicts within the classification milieu.
- Developing and revising classification standards.
- Chairing and participating in numerous classification committees in many departments.
- Writing policies and procedures regarding classification.
- Designing questionnaires to obtain required information.

CLASSIFICATION TRAINING

- Designing training programs for classification specialists.
- Designing Instruments of delegation.
- Designing accreditation and testing procedures for classification specialists.
- Designing systems to assess qualifications of organization and classification personnel.
- Lecturing (Canada wide) on all aspects of Organization and Classification.
- Writing policies and procedures.
- Up-to-date on the Executive Group Evaluation Plan including recent two-day workshop refresher course put on by the Hay Group Management.

ORGANIZATIONAL CHANGE

- Conducting organizational analysis designs and reviews.
- Developing options for the re-structuring of Departments, Branches, Sections, and Units.
- Writing policies, procedures, guidelines and operational/administrative instructions.
- Drafting procedures and terms of reference for Organizational Review Committees.

EXPERIENCE

The above represents over 30 years of experience in all aspects of Organization Analysis, Design and Classification with the Royal Canadian Mounted Police, Canadian Security Intelligence Service, Communications Security Establishment and the Department of National Defence. I have extensive experience in applying all classification standards presently in use within the Government of Canada and departmental developed classification standards within CSE, RCMP and CSIS. I have taken all available training in the use and application of the Universal Classification System (UCS) in the anticipation of future implementation in its present form and will continue to keep up-to-date in the yet to be determined revised form.

SUPPLEMENTARY INFORMATION

I held the position of Acting Head, Organization Analysis and Classification for the Communications Security Establishment for over five years. Prior to that, I was in charge of the Program Review, Audit and Training Section of the Organization and Classification Branch of the RCMP.

I am an accredited Classification Officer by virtue of the Commissioner of the Royal Canadian Mounted Police, the Chief of Communications Security Establishment, Treasury Board of Canada and the Director General Classification/Deputy Minister of National Defence who delegated me signing authority for positions up to and including the EX-02 level.

In earlier years, I completed all the requirements for accreditation by Treasury Board by having attended the 18th Introductory Course in Classification and Pay (at Val Morin, Quebec) which involved two different semesters. I completed all the guidelines for the Articling Period to include Cycles I, II and III along with the completion of all Modules and nine (9) weekly Activity Profiles. All were sanctioned and approved by my tutor Mr. Casey Meyer and forwarded to Treasury Board.

Additionally, I have correspondence from the A/Director General, Classification Program Management (PSHRMAC) confirming that I have met all the requirements for Classification Accreditation in a number of Departments and agencies where I exercised delegated authority. This correspondence also confirms that I have met all the mandatory requirements for the provision of classification services in the National Master Standing Offer for Human Resources Services.

I have been applying the Hay Plan for many years and played a key role in the conversion of 350 Communications Officer positions (CO) to a slightly modified version of this plan. Prior to that, I also played a key role in designing a Universal Classification Plan for approximately 2000 positions the Security Services (now Canadian Security Intelligence Service) of the RCMP under which all positions were classified using another modified

version of the Hay Plan. In total, I played a role in addressing in excess of 75 grievances lodged under several classification standards including the Hay Plan. This also involved reviewing the entire organizations, conducting interviews, writing BenchMarks and writing job descriptions.

I have written in excess of 200 work descriptions written under the Universal Classification Standard (UCS) and assisted another officer in the writing of an additional 200. I also wrote many other Work Descriptions including the UNISON Universal Classification Standard designed specifically for the Communications Security Establishment.

I have, and continue to participate as chairperson and/or by myself in the classification of numerous positions using the present Public Service Classification Standards. In this regard and due to economic demands, I spent considerable time classifying positions falling within the inclusions of the Computer Administration (CS), the Engineering Sub-Group (ENG) and the Electronics Group (EL) and in the new EC Classification Conversion program.

I have and continue to provide advice, guidance and direction in various areas concerning the structure, purpose and outlines of the former UCS Classification Standard, the Hay Plan and nearly all Public Service Classification Standards. I was, for many years, the only employee in one department with authority to render classification decisions.

I presently hold the following:

a) Standing Offer with Public Works and Government Services Canada with authority under Workstreams A to F (Human Resources Support Services) as follows:

-Business Number

-Solicitation No. E60ZG-030001/A

-Client Reference No. E60ZG-3-0001

-File No. 408zg.E60ZG-030001

-GETS Reference No. PW\$\$ZG-408-12002

-NMSO Human Resources Support Services – E60ZG-030001/006/ZG

-GST #: 89460 2911 RT0001

Special Security Clearance Access Number 8044-00, File reference Number 95207594. (Expires 7 July 2007 but just completed and forwarded an update for a further extension which will be approved).

c) Several awards/certificates including the RCMP Good Conduct award, the Queen's Jubilee Medal, the 25 and 35 year Government of Canada Service Medals.

d) Top Secret Special Access (TSSA/CAT III) Security Clearance.

e) Several references and an extensive list of client departments is available if required.