

Richard Parayre

CURRICULUM VITAE

SUMMARY

.... Twenty years experience in the organization design, job classification and training fields.... A seasoned professional capable of dealing with senior management on key organizational issues, of leading work groups in the delivery of organization and classification services and of designing and delivering related training products.... Possesses a significant knowledge and front-line experience in various classification standards.... Over the past fourteen years, has provided a range of classification and organizational consulting and advisory services to various Federal Government clients.

EDUCATION AND PROFESSIONAL TRAINING

Bachelor of Public Administration, University of Ottawa, 1974

Bachelor of Arts, Major in Psychology, University of Ottawa, 1971

Informal Conflict Resolution Workshop (Mediation), Public Works and Government Services Canada, Hull, 2000

Universal Classification Standard (UCS) Work Description Writing Workshop, Treasury Board Secretariat, Ottawa, 1992 and 1998

Universal Classification Standard (UCS) Evaluation Workshop, Treasury Board Secretariat, Ottawa, 1992 and 1998

Problem-Solving and Decision-Making Instructor, Kepner-Tregoe Leadership Development Institute, Valley Forge, Pennsylvania, 1978

Job Description, Job Evaluation, Compensation Workshops, Hay Associates, Montreal and Toronto, 1974

Various management skills seminars, 1975-1980

LANGUAGE SKILLS

Fluent (oral and written) in both English and French.

SECURITY CLEARANCE

Top Secret (2006)

ACHIEVEMENTS

I Classification, Organization, Compensation

During the past eight years, worked on the implementation of new Classification initiatives across the Public Service. Major responsibility areas included the management of classification conversion exercises, the coordination of the Interdepartmental Model Work Description process and design and delivery of Work Description and Evaluation training packages for Treasury Board Secretariat, Shared Human Resources Services (Public Works and Government Services Canada) and a number of other Federal Government Departments. Over 75 training sessions were delivered in the National Capital Region and in the Atlantic, Central and Pacific Regions. The training targeted all government departments and agencies as well as other private sector consultants.

For the six preceding years, provided consulting services to various branches of Public Works and Government Services Canada (principal client) and to other Federal Government clients, including the following:

- the review of organizational structures, the diagnostic of structural or operational concerns, the design of related options (involving the preparation of functional charts);
- the writing of job/work descriptions for evaluation under existing Public Service standards (including the Hay System for senior management), and UCS;
- the management of classification conversion initiatives;
- the management of work description writing teams;
- the evaluation of work descriptions and the writing of related rationales;
- the quality control of work produced by other writers;
- the testing of evaluation tools;
- the design and delivery of work description writing training sessions for departmental

personnel;

- the identification and preparation of competency profiles for identified generic positions; and
- the provision of advice and guidance to management on the above areas and other classification and organization issues.

Conducted a general review of managerial and administrative positions in various Senate of Canada departments and wrote and evaluated position descriptions under the Hay Plan (June to September 1991).

Planned and implemented a new job evaluation structure (Hay system) and compensation plan for managerial, professional and administrative positions at Telesat Canada (1974-78), including:

- the management of job description writing for over 100 positions and the development and evaluation of benchmark descriptions;
- the coordination of the job evaluation process, including all Job Evaluation Committee meetings;
- the conduct of compensation research surveys and the provision of advice to senior management on annual salary range adjustments;
- the coordination of the annual performance appraisal and salary review exercises.

II Human Resources Development

Determined overall training requirements for various groups according to identified needs.

Developed, conducted and/or arranged for delivery of various human resources, management and sports training programs.

Organized major national and international seminars and symposia, from logistical arrangements to curriculum design.

III Recruitment

Provided a variety of staffing services to public and private organizations, mostly in engineering and technical environments. These services consisted of: planning of overall time frames, meetings with line management, determination of qualifications, advertising, screening, interviewing, reference checks, ranking of candidates and required follow-up.

IV Writing, Editing, Translating

Wrote/edited, in both official languages, various publications, policies and guidelines for use within organizations and at large.

Wrote/edited instructional audio-visual scripts and provided technical expertise to the production of these video and slide presentations.

Translated a variety of documents from English to French in the areas of position classification, business, law and sports.

V Program Management

Planned, developed and managed the delivery of a sports program across Canada.

Identified key annual program objectives.

Prepared annual budget and funding requests.

Prepared periodic status reports to senior management.

Managed full-time and part-time staff.

EMPLOYMENT HIGHLIGHTS

Twenty years in Human Resources - Classification and Organization, Compensation, Training and Development, Recruitment.

Eleven years as Program Director in Amateur Sports.

One year in Translation (English to French).

REFERENCES

Available upon request.

POINT OF CONTACT

291 Pintail Terrace,
Orleans, Ontario
K1E 1Z9

Telephone: (613) 830-1886 – residence
(613) 298-9276 – cellular

E-Mail: rparayre@rogers.com

May 2007