

CYNTHIA BLACKBURN
Organization and Classification Consultant

124, avenue des Peupliers
Luskville, QC J0X 2G0
Tel: (819) 455-2625

Cell : (819) 665-2625
Email : cynthia.blackburn@bell.net
Security clearance : Enhanced

Professional Profile : *A human resources specialist accredited in organization and classification with over 10 years experience in work description writing, position evaluation, training and mentoring. As a manager in Organization and Classification, has developed and implemented various large-scale classification projects both at the operational and corporate levels and acted as mentor for several trainee advisors throughout their accreditation process. Has developed and delivered training program and been exposed to various technical and administrative standards and participated in conversion exercises in various departments and agencies of the federal government.*

Education and professional training

- Bachelor Degree in Social Sciences – University of Ottawa
- Human Resources Certificate – Université du Québec en Outaouais
- Other training (provided by the Canada School Public Service):
 - All Organization and Classification courses
 - Interpersonal Communication
 - Introduction to Staff Relations
 - Staffing and Official Languages courses
 - Management, training and coaching
 - Work description writing refresher
 - Hay Training (Hay Associates)

Competencies

Classification

- Extensive experience in the evaluation of positions, using a variety of classification standards
- Work description writing for various technical and administrative occupational groups
- Conducting or participating on interdepartmental committees for various Departments and agencies (including grievances)
- Planning and conducting audits, on-site reviews and interdepartmental relativity studies
- Management and implementation of large-scale and national classification initiatives/projects
- Development of corporate policies and operational procedures
- Coordination of the EC conversion process for PWGSC

Classification training and mentoring

- Development of operational requirements, accreditation and testing procedures for the accreditation process
- Development of tools and training material for classification trainees and management; Provision of training sessions in a classroom environment
- Advice and support to classification trainee and junior advisors (mentoring) throughout their accreditation process
- Recommendation of classification advisors for their accreditation upon complete revision of proposed cases and justification before an approbation committee

Organizational Design

- Conducting organizational analysis and reviews; development and implementation of new organizational structures
- Development of options and recommendations for the re-structuring of branches, sections and units
- Writing of communication tools, guidelines and administrative procedures to help management through the changes
- Advisory services to Executive management on organizational impacts and change management

Work Experience

CB Consulting Services (2012)

- Consultant, Classification services (work description writing, position evaluation, mentoring/training)

Public Works and Government Services Canada

- (2008-2012) Organization and Classification Manager
- (2006-2008) Senior Organization and Classification Specialist

Passport Canada (2005 –2006)

- National Organization and Classification Advisor
- Human Resources Advisor (Generalist – Staffing, Official Languages and Classification)

Privy Council Office (2002 – 2005)

- Organization and Classification Advisor
- Work description Writer

Adecco (2000-2001)

- Recruitment Coordinator

Accomplishments and project examples

- **2008-2011 – Project Leader, review and update all work descriptions within a large branch, PWGSC :** Review, analyze and update over 3000 positions and 700 work descriptions, including technical positions such as EG, AR, ENG, GT, GL, HP, etc.; Writing of over 200 work descriptions within the new format.
- **2007-2008 – Project Coordinator, EC Conversion, Real Property Branch (RPB); update, review and evaluate SI/ES positions against the new EC standard, PWGSC :** Organizational review of ES/SI positions including work description analysis; Development of tools and questionnaires to assist management to update their work descriptions according to the standard requirements; President of all Evaluation Committees for RPB EC positions.

- **2006-2010 – Project Leader, various large-scale and national reviews, Passport Canada and PWGSC (PM, ENG, AR, EG, PC):** Review and analyze the work in their organizational context, throughout Canada; Presides numerous meetings and onsite visits with management and employees to discuss changes and confirm tasks; Writes new work descriptions for all levels and chairs inter-departmental committees.
- **2006-2011 – Various Organizational restructuring, PWGSC:** As an Organization and Classification Specialist and Manager, lead the development and implementation of the organizational re-structuring for Real Property, a large Branch composed of over 3000 positions, including the writing of new work descriptions (EC and AS) to incorporate new business model activities.
- **2008-2010 – Training and mentoring Organization and Classification Trainees, managers and administrative support staff, PWGSC:** Development of operational requirements for the Organization and Classification accreditation program in line with Treasury Board and PWGSC Corporate policies; Development of training tools and reference material; delivery of training and information sessions to management, trainees and support staff; Advisory and coaching to Organization and Classification Trainee Advisors throughout the accreditation process.

Additional Information

- Bilingual (level ECE)
- Classification Accreditation since 2005 (#01020)
- PSC Appointment Framework Knowledge Test (AFPT) passed

References available upon request