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**Irwin G. Bent**  
Human Resources Consultant  
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An accredited classification specialist with over 30 years experience in Human Resources specializing in Evaluations, Rationales, Monitoring and Audits, Onsite Reviews, Work Descriptions Review, Accreditation Training, and Standards Development. Extensive experience in the application of a wide range of standards, and in the provision advice and guidance to managers.

### **Selected Consulting Assignments**

Working on a project at HRSDC to review administrative positions in an ADM office as well as supporting DG offices, and to make recommendations on possible organization structures and generic work descriptions. November 2008 to February 2009

Worked on a small project for the Fisheries Resource Conservation Council (DFO) to review two positions, conduct desk audits, prepare committee reports, rationales, and relativity reports.

Worked as an operational classification officer at CPSA, July and August 2007, October 2007, to January 2008, and June 2008, and at Health Canada for January and February. Evaluated positions, conducted desk audits, wrote rationales and provided advice and direction to line managers. Participated in and/or chaired Classification Committees as required.

Worked on a project team responsible for reviewing IM positions, at Health Canada, conducted on-sites, wrote rationales, and provided operational classification services at Health Canada. Conducted file audits for Statistics Canada.

Reviewed positions written in the revised format, composed rationales, and participated in the final stage of a sector review at PWGSC. Provided advice and alternatives to managers. As a committee member reviewed 13 positions written as part of an organizational review. Completed committee report, wrote rationales for new positions or prepared reports for those positions previously classified by final and binding grievance decisions. January to March 2006

Reviewed and assessed work descriptions written in UCS format against legacy standards. Participated in the final stages of the Paralegal Study by conducting onsite interviews for the proposed reclassifications. Tutored an officer in training and provided insight into the intent of many of the current standards and related benchmarks. Justice Canada, January to March 2005

Conducting a review of all CO positions in CIPO, met with managers to discuss allocation, indicated possible alternatives, assessed revised descriptions, conducted on-site interviews for some positions to obtain information and/or determine co-incidence. Hold classification committees as required, draft rationales. January to December 2005.

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Writing assignments and drafting of work objectives for assessment against the departmental broadband work descriptions. Natural Resources Canada 2003

Reviewed and assessed Work Description written in UCS format against existing Treasury Board Standards, completion of approximately 30 rationales, provided advice to line managers at Headquarters and in the regions on all aspects of classification, chaired classification committees and provided advice on the writing of work descriptions. Industry Canada August 2002 to August 2003.

Reviewed and assessed Key Activities and Work Objectives against a set of Broad Band generic positions established within the department, completed 20 justifications. Provide advice to managers on how to write work objectives, on organizational problems, and on classification in general. Natural Resources Canada April to July 2002

Reviewed Work Descriptions in the UCS format and evaluated them under existing standards and completed 10 rationales. Foreign Affairs and International Trade February 2002

Evaluated job descriptions written in UCS format under existing legacy standards for Industry Canada and Correctional Service Canada, completed 60 rationales. Evaluated work descriptions under the UCS evaluation plan for Industry Canada. Conducted onsite interviews, drafted, edited and the produced work descriptions for Indian Affairs and Northern Development. November 1999 to September 2001

Assigned to Public Works and Government Services Canada to evaluate selected positions, provided advice and guidance to managers, and replaced the Classification Specialist. January to March 1998

## **Federal Government Work History**

<b>Classification Officer</b>	<b>(Term position)</b>	1998
Public Works and Government Services Canada		

Operational Classification Officer - evaluated positions within the existing classification plans, conducted on-site interviews, and wrote job descriptions in the UCS format.

<b>Head Organization and Compensation</b>	1988 -1995
National Gallery of Canada	

Provided advice, guidance and made recommendations to managers in the areas of Organizational Design and Job Description Writing; and to management advice on the selection

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and adaptation of a job evaluation plan unique to the National Gallery. Evaluated all jobs at the gallery under existing government plans, and the Mercer Evaluation Plan, that was created to meet the Corporation's needs. Supervised the activities of the Pensions and Benefits Unit and provided advice to staff at all levels in the areas of pensions, health and dental plans, various insurance plans, leave and overtime. Administered a stand-alone leave system and served as the Liaison Officer with Payroll Services.

**Classification Programs Officer**

1978 - 1988

**Classification Operations Officer**

National Archives of Canada

Administered the Monitoring & Audit, Accreditation, and Classification Grievance Programs. Implemented new or revised classification standards, and provided advice and guidance to managers and personnel generalists. Wrote Organizational and Classification Policy and Procedures for the Departmental Manual. Served on the interdepartmental committee responsible for the establishment of the current Social Science Support Standard and was the departmental representative for the Management Category implementation. Rewrote EX positions, prepared evaluations and rationales for Treasury Board. Evaluated operational positions; provided advice on job description writing and organization design to managers; and personnel officers. Developed and delivered in-house Classification Courses to line managers.

**Administrative Officer**

1970-1978

National Library of Canada

Monitored the financial status of up to fourteen divisions, summarized and submitted multi-year operational financial plans; and made recommendations pertaining to the Financial Plans for the branch. Provided line services in the areas of Human Resources, Financial Management, Material Management, Inventory Control, and Records Management.

**Administrative Support Clerk**

1962-1970

Agriculture Canada

Supervised or performed a range of clerical duties primarily in the areas of Accounts Payable and Receivable, Purchasing and Tendering, Inventory Control, and Material and Records Management.

**EDUCATION AND TRAINING**

TB Classification Accreditation # 0167

Introductory Course in Classification

Designing Organizational Structures

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Gender Neutral Job Description Writing

Algonquin College Courses: Accounting I, II, III, Business Law, Management I, II.

UCS Work Description Evaluation Course (2 days)

UCS Work Description Writing Course (5 days)

Facilitating Classroom Learning

Management Development Course

Time Management for Managers

**LANGUAGE:** French (Test Results): B B A

**SECURITY CLEARANCE:** Level II (Secret) valid until October 2010  
File # 95154723

**REFERENCES**

Jane Schofield  
Manager Organization Design and Classification  
Justice Canada  
613 952-8507

Anne Richard  
Director, Classification and Project Manager  
Health Canada  
613 941-3486

Tara Yetts-Hutchison  
Director Corporate Classification  
Human Resources and Social Development Canada  
819 956-8707