

## **JOHN LAYNE**

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### **Professional Profile**

An accredited classification specialist with over 25 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. During that time he has participated in and managed various human resources projects at the operational and corporate level. He possesses significant experience in organization design and the provision of classification services and mentor services to various federal government departments and agencies. Since retirement he has been an active classification consultant working for various departments with firms under the NMSO.

### **CAREER HISTORY**

#### **John Layne Classification Solutions Inc -2004 to present:**

Provide consulting and project management services related to classification and organizational design and training for government organizations such as PWGSC, DND, CHRC, CIC, EC, PSHRMAC, CFIA and SC.

Experience includes performing organizational, job and responsibility analysis, reviewing/revising existing work descriptions and making recommendations on changes, preparing organizational change proposals and implementation plans, providing classification advice and guidance related to classification tools, policy and relativities and applying Central Agency and Departmental policies and guideline for reclassification of positions, performed many onsite reviews, provided feedback to clients on the results of decisions, chair and participate on classification committees, prepare committee reports, worked with PWGSC and DND classification trainees on a variety of projects sharing expertise.

Experience includes participating in various capacities with PSHRMAC Classification Monitoring Division conducting monitoring activities with organizations such as Canadian Status of Women (CSW), Commissioner of Official Languages (COL), and CRTC.

#### **Assignment Examples:**

**April 2007 to August 2007:** Classification coach for PWGSC corporate classification. Preparing a reference manual for Org and Classification trainees. Reviewing on-going work of trainees in preparation for accreditation. Providing advice/guidance and subject matter expertise to 8 trainees in both official languages.

**November 2006 to March 2007:** Desk audits and variance reports for National Defence.

**May 2006 to October 2006:** Department of National Defence, participating in three projects. First was the organizational evaluation and redesign of a directorate, creation of 5 new positions, re-write of 17 positions and their evaluations. Created a new EX-01 position in DRDC, re-described an IS-06 into an EX-01, and re-wrote an EN-ENG 05 into

a ENG-06. Another small project was the creation of a PC-05 position in another directorate.

**May 2006 to October 2006:** Human Rights Commission developing generic PM 05 and 06 positions, consulting on organizational design/change issues and re-write and evaluating several senior management positions.

**February 2006 to April 2006:** Classification Consultant at Canadian Food Inspection Agency employed by a company listed on the NMSO providing classification evaluation services for operational classification requests including the Hay Plan, writing and evaluating positions and participating in organizational design projects, and chairing grievance hearings.

**February 2005 to December 2005:** Classification Consultant at PSHRMAC, Monitoring of small departments project First assignment was the file review, on-sites and report writing for the Status of Women, then CRTC and OCOL.

**December 2004 to December 2005:** Canadian Human Rights Commission as a senior classification consultant via the NMSO providing advice and guidance on operational classification requests including the Hay Plan, writing and evaluating positions, participating in organizational design projects and providing a mentoring/tutor service.

#### **PUBLIC SERVICE HISTORY**

**August 1984 to February 2004:** National Defence: Head Corporate Classification - Recommended, developed and interpreted Policies and Procedures for the Departmental Classification Program, provided Classification expertise and advice on a Dept-wide level; managed and coordinated the review of Classification Standards; conducted relativity studies; managed a dept-wide monitoring of classification actions; classified and controlled the classification process for non-delegated classification positions, and managed departmental classification grievance function including chairing these hearings. Senior review officer and tutor for classification accreditation trainees. Previous incremental assignments within DND ranged from being a portfolio officer for operational classification cases (average 1400 positions) involving up to 54 different classification standards to a corporate position responsible for resolving managerial disputes over classification decisions issued by regions. This assignment also included evaluating all SM-EX positions and preparing TB submissions in this regards.

**October 1982 to January 1984:** (\*secondment from Treasury Board)  
Training Monitor, Citizenship Relocation Task Force, Secretary of State  
Worked with Bureau of Management Consultants in developing a training package that would enable the new employees to obtain a degree of expertise.

**February 1978 to July 1982\*:** (includes secondment period above)  
HR Course Administrator, Classification and Staff Relations Training Section, Treasury Board Secretariat.

#### **Qualifications**

TBS Classification Accreditation. AUG. 1985. (#891)

Completed DND Management Development Course, Aug. 1991

### Other Training

I have successfully completed the following related courses:

1. Interpersonal Communications (PSC)
2. Hay Training (Hay Associates)
3. Oral Presentation Skills (PSC)
4. Organizational Design (PSC)
5. Human Resources Management (Algonquin)
6. Personnel Management (Algonquin)
7. Organization Development (Algonquin)
8. Industrial Relations (Algonquin)

### References

Julie Hallee  
Director, DAIP  
National Defence  
613 944-7225

Murielle Rivers  
Human Resources Manager  
Canadian Human Rights Commission  
613 943-9096

### Language

Bilingual - E-B-B

### Security Clearance

Formerly Top Secret (issued 1994)