

## **Dale G. Coburn**

### **HR/Mgmt Consultant**

1932 Hall St., Ottawa, On

K1G 2A8 613-731-0658 (h)

819-956-5884 (w) dcoburn@storm.ca

Email: Dale.Coburn@pwgsc.gc.ca

### **Skills and Qualifications**

- Well-organized self-starter
- Experienced in all HR policies and legislative requirements.
- Proven ability and experience in dealing with SR Management
- Ability to multi task and meet tight deadlines
- Excellent ability to communicated with all team members
- Superb writing skills and strong independent research techniques
- Proven ability to quickly learn new files
- Specializing in Organization and Classification, Staff Relations and Compensation.

### **Work Experience** (Public Service of Canada – Retired)

Presently a SR HR Consultant with extensive experience in Class/Organ. Development as well as in HR functions of Labour Relations, Resource/Staffing, Compensation, Learning, Union Mgmt, grievance/negotiation representation, Informal Conflict Resolution, Mediation, Harassment investigations and program management.

### **2007/2008/2009 -Public Works and Government Services Canada (PWGSC)**

-Nov 2007 to present 2009; -Nov 2004/April/ 2006 -WD Initiative - Generic/Unique WD project, & evaluations; July/1998/Sept/2003- SR Class. Consultant in operational advisory services, evaluations, WD writing, rationales, desk audits, committees, grievances, etc.

### **2007 - Department of National Defence (DND)**

-May/October 2007. SR Class. Consultant – Operational Organization and Classification advice to 4 Commands & CFSU (O) Detachment; -Aug/Dec/2004- Judge Advocate General (JAG), Develop WDs/evaluations for various Groups for Library of legal case rulings/decisions for OJAG Staff; -Feb/May/2001- RMC KINGSTON WD writing and evaluations.

### **2007 -Health Canada (HC)**

-Feb/March 2007 -SR Class. Consultant - Digitalizing Classification Project.

### **2006 -Citizenship and Immigration Canada (CIC)**

-June 2006/Feb 2007—SR Class. Consultant – Operational - Various Groups

### **2006 -Department of Fisheries (DFO)**

-June/Aug 2006 - (DFO) - ES Group Relativity Study Project, ES-07 to ES-03

**2005 -Public Service Management Human Resources Agency Canada (PSHRMAC)**

**2005 -Public Service Management Human Resources Agency Canada (PSHRMAC)**

-April/June/2005- Develop WDs for CS and AS Group, rationales and evaluations.

**2004 -Canada Revenue Agency (CRA)**

-Aug/December, 2004, -Ottawa -.Develop CR/AS WDs for Imaging of Tax Section-fraud activities;  
-Oct/Dec 2004. Develop WDs in CO Group for Directorate of Regulations, Remissions and Delegations.

**2004 -Social Development Canada and HR Skills Development Canada (SDC/HRSDC)**

-May/Sept 2004- DG - Finance and Administration Services. Develop WDs - (3 EX- Hay Plan, AS 4 -AS6s and update FI-2 generic position); -EX-1's-Director, Materiel Mgmt; Dir., Facilities and Telecommunications, Director, Security, Invest. & Emergency, AS-06's Mgr, Policy & Projects, Mgr, Corporate Information Mgmt Services; AS-04's Head, Correspondence Services and AS-04, IT Security Officer; -April/2004 -Review EX-05 level, Assistant Deputy Minister, Finance and Administration Services WD position and confirm accountabilities meet the level. - February/March/2004 - HR Branch, Organ. & Classification – Develop an "Appendix of Standardized Titling for WD" to append new SDC/HRSDC Departments with Classification Policy issued for new SDC/HRSDC Departments.

**2004 -Royal Canadian Mounted Police (RCMP)**

Division positions; -December/1999/2004 - Organization reviews, EX job design, SR Mgmt WD, Evaluations, Force WD writing, etc. Write WD - two sections and Statement of Qualifications (SofQ's).

**2001 -National Archives & National Library (NA/NL)**

-Dec/1999/Jan/2001 - Organization reviews, evaluations, WD writing and evaluations.

**2001 -Association of Public Service Financial Administrators (APSFA)**

-October/2000/2001 - Organization reviews, Group Allocation and WD evaluations and responses to members questions.

**2000-Department of Justice (DOJ)**

-May/July/2000- Developed Canadian Firearms WDs -writing, organization/design, etc. (CS, AS, CR., etc.).

**2000 -Department of Agriculture & Agri-Foods (DAAF)**

-April/1999/Oct/2000 - Organization. Design & WD Writing; review/update CS Special Initiative

**CAREER ACCOMPLISHMENTS**

**Canada Customs & Revenue Agency (CCRA)**

**Director, Compensation Division, -1986/Mar, 1998 -.**

**Labour Relations and Compensation Directorate, HR Branch, Ottawa, On**

Direct Corporate Compensation Program at NHQ for 35 CCRA offices and 5 Regional offices with 300+ operational staff. Revenue Canada clients served over 42,000 FT + 6,000 PT seasonal employees in peak periods.

Major achievements included the integration of Customs/Excise and Taxation, Revenue Canada; organizations mandated with one DM effective Oct. 1993. Appointed as Director, Compensation Division, CCRA. Implemented/completed an org. review and reorganization of the two departmental corporate compensation offices (CAE-Taxation) with accepted recommendation to

ADM, HR and departmental SR Mgmt Committee for a new NHQ corporate/regional structure with savings of 20 offices (i.e., 55 to 35). New structure/framework produced a responsive structure with efficiency in administration of pay/benefits/pensions services. Responsibility included advisory and support services to the DG/ADM., HR and to the Deputy Minister, ADM, Branch Heads and the Regional Collectors/Directors for compensation services, including performance pay for the 240 executives and 100 senior management employees.

The Division was responsible for the provision of advice and assistance re Compensation, Labour Relations, Resources, Classification/Organization Design and Training offices on complex compensation problem termination issues for labour relations/union recommendations and reports on the resolution of complaints/grievances, many concerning the impact of integration of the two departments

The Division was mandated to provide functional direction respecting organization and classification of all Compensation Section positions in the Department's HR offices (HQ & Regions) ensuring designated national generic jobs were classified consistent and in a uniform manner to maintain relativity in the 35 departmental Compensation Sections. Revenue Canada was the largest federal department with one of the best records of compensation administration within the federal government.

**Chief, Compensation- 1984-86 Human Resources Branch, Customs & Excise, Rev. Can. Ottawa, Ontario**

Managed corporate policy development, NHQ operations and functional direction of 13 Compensation offices serving 15,000 employees in highly decentralized Department with the National Headquarters in Ottawa, a full-time Training College at Rigaud, PQ and more than 700 offices across Canada and overseas. Service to 2000 NHQ employees with a staff of 18. Head, Staff Relations & Compensation Section-1978-84 HQ Personnel Services, Custom and Excise, Revenue Canada.

**Managed Staff Relations & Compensation services (staff of 10) for 2000 NHQ clients including SR Mgmt, the ADM, Deputy Minister, DM and Headquarters employees.**

A/Chief, CAE NHQ Personnel Services, (staff 30) 1981-82. Mgr of Staffing, Staff Relations, Classification, Planning, Training, Compensation and miscellaneous government services for a compliment of 1500 personnel.

**SR Classification Administrator**-1976-77, HQ Personnel Services, Customs & Excise, Revenue Canada; and Classification Officer -1974-76 -National Health and Welfare Canada, Ottawa, Ontario

**Appeals Officer, Canada Pension Plan**, NHW, 1972-74, Income Security Branch, CPP Appeals Administration for appeals to the Minister, Review Committees (quasi-judicial) and Pension Appeals Board.

**Other:** Canadian Armed Forces (Air) Finance & pensions...

**Professional Qualifications:** TBS Classification Certification #19 & Labor Relations Accreditation. Numerous Management and Public Service Courses  
Algonquin College Business College Diploma, Management/Personnel and University courses.

References available on request.