

## **PETER MILLS**

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### **QUALIFIED BY**

**35 years experience in Personnel Management with significant experience in organization change and design and position classification in national and international organizations.**

### **RELATED ACCOMPLISHMENTS**

- **Developed and introduced new job evaluation plans for organizations within the Canadian Government**
- **Prepared and implemented a place-to-place survey for professional category post adjustment and a salary survey for the general service support category in Rome during my contract with FAO**
- **Consulting assignments with several Government Departments including DND, NRCan and RCMP providing services in work description and rationale writing**

### **PROFESSIONAL EXPERIENCE**

- **Developing and designing classification policies, strategies and evaluation tools**
- **Planning, organizing and directing classification projects**
- **Overseeing the submission of business cases to the senior management committee for significant/exceptional classification actions**
- **Monitoring and interpreting Departmental/Central Agency policies/procedures, classification standards**
- **Preparing job descriptions (including desk audits) for the full spectrum of occupational work in the public sector**
- **Chairing job evaluation committees (including grievance hearings) and documenting recommendations**
- **Applying systems to streamline description writing and documentation of classification actions**

### **EDUCATION/PROFESSIONAL DEVELOPMENT**

- **M.A. in Public Administration - Carleton University (C.U.), Ottawa, 1972**
- **B.A. Combined Honours Political Science and History -C. U., 1971**
- **Professional Training in Classification- TBS, 1973**
- **Professional Training in Staffing -Public Service Commission of Canada, 1977**
- **Certification/Accreditation in Classification - Treasury Board of Canada, 1980, Agriculture Canada, 1988, Canadian Food Inspection Agency, 1998, Human Resources Development Canada, 2002**
- **Professional Training in Classification-International Civil Service Commission, ICSC, 1998**

- **Professional Training in Headquarters Salary Survey Methodology- ICSC, 1999**

#### **WORK EXPERIENCE**

- **1972 to present with the Federal Government of Canada in various locations**
- **1998-2001 Assignment to Food and Agriculture Organization of the United Nations, Rome**
- **2005 Assignment to Pan American Health Organization, Washington, D.C.**

#### **MEMBERSHIPS**

**Member of the Canadian Compensation Association** (affiliated with the American Compensation Association) **and the Federal Government Classification Network** (affiliated with the International Personnel Association) 1991- 1998.

**Member of the Association of Classification Consultants** 2002-present

#### **LANGUAGE SKILLS**

**Certified at B level proficiency in second language, French, by Canadian Government Language School test 1982. Language education from elementary to secondary school with intensive work related training in French provided by the Canadian Government.**