


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Archivist</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date _____</p>	<p>Code</p> <p><u>046</u></p>
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<p>Decision Making</p> <p>Develop and maintain records management and archive services in accordance within accepted practices and regulations. Develops plans to achieve short-term goals associated with grant projects.</p>	<p>Degree</p> <p><u>3.5</u></p>
<p>Education</p> <p>Grade 12. Masters degree in Archival Studies.</p>	<p><u>7.0</u></p>
<p>Experience</p> <p>Twenty-four (24) months previous experience as an Archivist to consolidate knowledge of records management and archival methods and procedures. Twelve (12) months on the job to become familiar with history of the other institutions, holdings of the archives, system development, grant applications and region/facility/department policies and procedures.</p>	<p><u>6.0</u></p>
<p>Independent Judgement</p> <p>Archival duties are governed by generally accepted practices and procedures as well as government regulations. Judgement is used in the storage of records but is governed by program objectives. Work involves a choice of methods or procedures, analysis and troubleshooting to solve problems associated with the archiving function.</p>	<p><u>4.0</u></p>
<p>Working Relationships</p> <p>Provides technical explanation and/or instruction/coordination as the specialist in the area of library/archives. Seeks the cooperation of key staff to develop and maintain archival standards.</p>	<p><u>4.0</u></p>

Impact of Action	Degree
<p>Determines and allocates resources for implementing archival services in accordance with regulatory and standard practices. Improper archival policy and practice may impact the work of others resulting in delays in succeeding or related services. Misjudgment in monitoring environmental conditions may cause damage to archival records. Misjudgements in archiving data may result in substantial delays in accessing information and for research projects.</p>	<u>2.5</u>
<p>Leadership and/or Supervision</p> <p>Provides limited direction through the provision of functional guidance and specialty advice on archival policies and practices to operational leaders and outside contractors.</p>	<u>3.0</u>
<p>Physical Demands</p> <p>Occasional physical effort lifting boxes, pulling carts, keyboarding and working in awkward positions with periods of heavy lifting.</p>	<u>1.5</u>
<p>Sensory Demands</p> <p>Cummulative regular sensory effort keyboarding, reading, proofreading, writing reports and sorting records.</p>	<u>2.0</u>
<p>Environment</p> <p>Regular minor conditions such as dust, mold, cold, poor lighting and congested work area.</p>	<u>3.0</u>