Job Evaluation Rating Document

CUPE, SEIU, SGEU, SAHO		Code
Job Title	Archivist	
Date	October, 2000	
Revised Date	2004	046
Revised Date	November 20, 2018	

Decision Making	**Degree**
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.	3.5

Education	**Degree**
Grade 12. Master's degree in Archival Studies.	7.0

Experience	**Degree**
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 department policies and procedures.	6.0

Independent Judgement	**Degree**
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.	4.0

Working Relationships	**Degree**
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.	4.0

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Impact of Action	Degree
Improper archival policy and practice may impact the work of others resulting in delays in succeeding or related services. Misjudgement 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.	2.5

Leadership and/or Supervision	Degree
Provides limited direction through the provision of functional guidance and specialty advice on archival policies and practices to operational leaders and outside contractors.	3.0

Physical Demands	Degree
Occasional physical effort lifting boxes, pulling carts, with prolonged periods of computer operation.	1.5

Sensory Demands	Degree
Cumulative regular sensory effort in computer operation, reading, writing reports and sorting records.	2.0

Environment	Degree
Regular minor conditions such as dust and mold.	3.0