



Treasury Board of Canada
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Secrétariat du Conseil du Trésor
du Canada

CLASSIFICATION STANDARD

VETERINARY MEDECINE

SCIENTIFIC AND PROFESSIONAL CATEGORY

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SCIENTIFIC AND PROFESSIONAL CATEGORY

Issued by:
Classification, Human Resources
Information Systems and Pay Division
Personnel Policy Branch 1987

Minister of Supply and Services Canada 1987

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INTRODUCTION

This standard describes the classification plan used to evaluate positions allocated to the Veterinary Medicine Group. It consists of an introduction, definitions of the Scientific and Professional Category and the occupational group, factor definitions and characteristics, degree highlights and bench-mark position descriptions.

The ultimate objective of job evaluation is the determination of the relative values of jobs in each occupational group. A classification plan of five levels, representing significant differences in the difficulty of the work, has been established for this group. Jobs assigned to a given level are regarded as being of equal difficulty.

Factors

The evaluation of positions and their assignment to a classification level will be determined by the application of five factors:

Kind of assignments
Complexity of Work

Professional Responsibility
Management Responsibility

Impact of Recommendations and Activities

Each factor is described, and the descriptions designate the features of the work assigned to positions allocated to the group. A list of characteristics is included for each factor. The characteristics indicate the features of the work that are to be considered when evaluating a position under a particular factor. Each characteristic describes the lowest and the highest requirement. The factor characteristics serve to ensure that consideration is given to all features of the work of a position.

Because of the nature and diversity of positions in this group, it was not considered possible to produce, for all degree of the factors, meaningful definitions that would describe and distinguish the increasing difficulty of the work from the lowest to the highest degree. As a result, degree highlights are included for the second, fourth and sixth degrees only. These highlights describe the features of the work that **Will** be found in most positions. The degrees of each factor are illustrated by one or more bench-mark position descriptions.

Bench-mark Positions

Bench-mark position descriptions exemplify the degrees of each factor and the levels of the classification plan. Each bench-mark consists of a descriptive title, a statement of the principal duties with the percentage of time devoted to each, and a set of specifications describing the features of the work of the position in terms of the characteristics of each of the five factors. The specifications exemplify the application of the evaluation plan to the duties and responsibilities of the bench-mark position and indicate the degree assigned to the position for each factor. A classification level is assigned to each bench-mark position.

Use of the Standard

There are six steps in the application of this classification standard.

1. The position description is studied to ensure understanding of the position as a whole and of the nature of the duties and responsibilities as they relate to the characteristics of each factor. The relationship of the position being studied to positions above and below it in the organization is also studied.

2. Allocation of the position to the category and group is confirmed by reference to the definitions and the descriptions of inclusions and exclusions.
3. A degree under each factor is tentatively assigned to the position being evaluated by considering the duties and responsibilities of the position in relation to the range described for each factor characteristic and the degree highlights for the factor; and determining that the difficulty of work is equal to, or greater or less than a degree that is described. The features of the work of the position being evaluated should be related to the degree highlights as a whole in its total context, not to isolated words or phrases.
4. The degree tentatively assigned is confirmed by comparison with the bench-mark position descriptions.
5. The level of the position is determined by the degree that has been assigned to the position for at least three of the five factors. When one degree does not predominate, raters are to compare the total job with the bench-mark position descriptions and determine the level that best corresponds on the whole with the duties and responsibilities of the position.
6. The position is compared with bench-mark position descriptions that have been assigned to the same level, as a check on the validity of the level selected.

CATEGORY DEFINITION

Occupational categories were repealed by the Public Service Reform Act (PSRA), effective April 1, 1993. Therefore, the occupational category definitions have been deleted from the classification standards.

GROUP DEFINITION

For occupational group allocation, it is recommended that you use [the Occupational Group Definition Maps](#), which provide the 1999 group definition and their corresponding inclusion and exclusion statements. The maps explicitly link the relevant parts of the overall 1999 occupational group definition to each classification standard.

GLOSSARY OF TERMS

"Policy" refers to a declaration of aims and intent based on legislation or ministerial authority, to guide courses of action.

"Program" refers to the overall plan of a division designed to achieve the objectives determined by a department to meet the aims and intent of policy.

"Project" refers to a unit of work for which objectives have been defined and which is circumscribed by budgetary controls, time limits and the availability of resources.

"Continuing Operation" refers to tasks or investigations, usually of a straightforward nature, occurring in a pattern or in repetitive cycles.

"Field of Specialization" refers to a part of the professional field that has been emphasized during formal education and training and in which the incumbent of a position has developed competence e.g. the general field of Veterinary Medicine includes such fields of specialization as clinical medicine, epidemiology, pathology, protozoology, parasitology, endocrinology, pharmacology, microbiology, and veterinary hygiene, veterinary food hygiene and zoonoses.

"Related Fields" refers to general or specialized fields that are pertinent to or associated with the work, e.g. fields relating to Veterinary Medicine include architecture, engineering, animal science such as animal husbandry in respect of particular species, and food science such as dairy and meat food processing.

"Implications of external matters" refers to the difficulty added to the work because of the need to recognize the interests of others, including those over whom little or no influence can be exercised.

"Conflicting Interests" refers to different opinions or points of view that lead to a confrontation between individuals or organizations in respect of the advantageous or detrimental results of a contemplated action.

"Subject-Matter Areas" refers to the facts, theories, ideas, techniques and related matters that are encompassed by a study, investigation, project or program.

"Organizational Control" refers to the control over a staff and its work that is exercised through an established organizational structure by means of which levels of responsibility and authority are clearly identified.

"Supervisory Responsibility" refers to the responsibility for controlling, training or assessing performance of other employees and for planning, directing and ensuring satisfactory completion of their work.

VETERINARY MEDICINE

FACTORS

KIND OF ASSIGNMENTS

COMPLEXITY OF WORK

PROFESSIONAL RESPONSIBILITY

MANAGEMENT RESPONSIBILITY

IMPACT OF RECOMMENDATIONS AND ACTIVITIES

KIND OF ASSIGNMENTS

This factor is used to measure the difficulty of the work in terms of its objectives and extent, the variety of activities and the scope for planning and conducting work.

When evaluating positions under this factor raters are to consider the following characteristics:

The objectives established by others for the conduct of the work, ranging -
from objectives and instructions provided for each work operation;
- to objectives described in terms of policy.

The extent of the work, ranging
- from a part or phase of a project or study, or a continuing operation requiring limited investigation, within a single field of specialization;
- to a complete program involving several studies being conducted simultaneously within a broad spectrum of fields of specialization and normally requiring intensive investigations.

The variety of activities, ranging
- from a succession of tasks comprised of a limited number of activities and closely resembling one another in most aspects;
- to a broad spectrum of scientific and administrative activities different from one another in most aspects.

The scope for planning and conducting work, ranging
- from planning the approaches and use of techniques in performing straightforward tasks;
- to planning, coordinating and implementing a program and contributing to the formulation of policy.

KIND OF ASSIGNMENTS

Degrees	Bench-mark Position	Descriptions
	No.	
	1	Veterinarian, Animal Health
	2	Veterinarian, Meat Hygiene
	3	Veterinarian-in-charge,
	4	Poultry Plant District Veterinarian
The work is normally performed within a single field of specialization and consists of either the conduct of continuous laboratory or field operations or a succession of studies that are related to one another and form a part of a larger project, requiring varying degrees of intensity of investigation within the limits of the assignments. Activities differ from one another in several aspects and include surveying, observing and analyzing products, phenomena or processes; investigating the composition, performance or effect of substances; allocating work; supervising support staff and providing advice. Studies are planned, approaches are developed and methods are determined to ensure that the work meets clearly defined objectives.		
	5	Veterinarian, Infectious Diseases
	6	Veterinarian-in-charge, Most Complex Meat Plant (Kitchener)
	7	Regional Veterinarian, Animal Health, Moncton, N.B.
	8	Veterinary Drugs Evaluator
	9	Chief, Control Programs, Animal Health
	10	Regional Veterinarian, Meat Hygiene, Vancouver, B.C.
The work is normally performed within a number of related fields of specialization and consists of one or more complete studies or projects conducted simultaneously and requiring varying degrees of intensity of investigation. Activities differ from one another in many aspects and include organizing, controlling and supervising the work of subordinate staff engaged in the conduct of analyses and investigations; controlling funds, facilities and other resources; providing advice and coordinating the work with other activities. Projects are planned, problems are defined, approaches are determined and work is delegated to ensure that broadly defined objectives are achieved within financial and other resource limitations.		
	11	Associate Director, Scientific and Technical Programs, Meat Hygiene
The work is performed within a broad spectrum of related fields of specialization requiring varying degrees of intensity of investigation, and comprises all or a significant part of a program. Activities differ from one another in most aspects and include evaluating and authorizing or making recommendations on project proposals; assessing the implications of work progress on program objectives; providing guidance on the determination of approaches to complex problems; contributing to the development of and directing and coordinating a program; and participating in activities at the national and international level. The program is implemented by defining projects and establishing administrative and financial guidelines to ensure that program objectives are achieved within budgetary and other limitations.		

COMPLEXITY OF WORK

This factor is used to measure the difficulty of the work in terms of the nature of information and data used, the influences external to the work, the nature and purpose or contacts made with others, and the requirement for the application or development of approaches, practices and techniques and application of theoretical and subject-matter knowledge.

When evaluating positions under this factor raters are to consider the following characteristics:

The availability of, and the problems involved in obtaining information and data, ranging

- from information and data obtained from scientific literature and other readily accessible sources;
- to the selection of information and data obtained with great difficulty from obscure sources, or requiring the development of sources, or by intensive study and investigation.

The validity of information and data, ranging

- from information and data that can be readily verified or that have been verified by others;
- to information and data that are conflicting and can be verified only by difficult investigation or complex experiment and mensuration.

The nature of information and data, ranging

- from straightforward information and data assembled for use by others;
- to information and data requiring great ingenuity or highly selective judgment to obtain or use.

The interrelationships of variables, ranging

- from assignments involving a few variables with straightforward interrelationships;
- to assignments involving a large number of variables with relationships difficult to define and quantify.

The effect of the activities of others on the work, ranging

- from assignments where the need to co-ordinate the work with others and to consider the implications of the activities of others on the work is limited;
- to assignments where the need to co-ordinate the work with, and to consider the implications of, the activities of other organizations complicates the work.

The requirement to communicate with others, ranging

- from discussions with persons having similar interests, for such purposes as exchanging or obtaining information;
- to discussions with persons representing conflicting interests, for such purposes as reaching agreement on matters affecting the Canadian livestock industry and the public health.

The requirement for the development or application of approaches, practices and techniques, ranging - from applying conventional approaches, practices and techniques in a limited subject-matter area;

- to developing concepts and novel approaches, practices and techniques in a variety of subject-matter areas.

The requirement for the application of theoretical and practical knowledge, ranging

- from a thorough knowledge of the principles and theories of a discipline and some familiarity with its practices;
- to an advanced knowledge of the principles, theories and practices of a discipline and a thorough knowledge of related fields or subject-matter areas.

COMPLEXITY OF WORK

Degrees	Bench-mark Position	Descriptions
	No.	
	1	
<p>The work requires selecting and using information and data obtained by direct observation or collection or received from other sources. Data is verified, inconsistencies resolved and relationships between variables established by straightforward investigations. The work occasionally requires co-ordination with the activities of others outside the organizational unit. Collecting and exchanging information and discussing problems requires contacts with others working in the field of specialization or in related fields. Approaches are developed and problems solved by applying a thorough knowledge of the principles, theories and practices of a discipline and adapting practices and techniques. The work normally requires some familiarity with the practices in related fields.</p>	1	Veterinarian, Animal Health
	2	Veterinarian, Meat Hygiene
	3	Veterinarian-in-charge, Poultry Plant
	4	District Veterinarian
2		
	3	
	5	Veterinarian, Infectious Diseases
	6	Veterinarian-in-charge, Most Complex Meat Plant (Kitchener)
<p>The work requires selecting, evaluating and verifying, by intensive investigation, data for own use which is difficult to collect, frequently conflicting and typified by the presence of variables with complicated relationships. The work is normally coordinated with that of specialists and officials outside the organizational unit, and requires consideration of the implications of their activities on a project. Arranging co-operative projects, negotiating terms of agreement for services, and establishing and implementing standards and regulations require contacts with specialists and officials outside the organizational unit. New procedures and processes are developed and problems solved by applying a thorough knowledge of the principles, theories and practices of a discipline and a good knowledge of related fields or subject-matter areas.</p>	7	Regional Veterinarian, Animal Health, Moncton, N. B.
	8	Veterinary Drugs Evaluator
	9	Chief, Control Programs, Animal Health
	10	Regional Veterinarian, Meat Hygiene, Vancouver, B. C.
	5	
	11	Associate Director, Scientific and Technical Programs, Meat Hygiene
	6	
<p>The work requires directing the collection, selection and validation of data and using it in evaluating proposals; guiding the planning or implementing of a program; and interpreting and translating general objectives into specific projects relative to the development and implementation of the work program. The data usually involves many variables requiring extensive investigation to identify, confirm and resolve conflicts or interrelationships. The work is normally coordinated with that of senior specialists and officials outside the organizational unit, and requires consideration of the implications of their activities on a program. Participation in meetings at which conflicting interests are represented and agreements are negotiated which significantly affect a program, the Canadian live stock industry and the public health, requires contacts with specialists and officials at the national and international level. New concepts and novel approaches are developed and problems solved by applying an advanced knowledge of the principles, theories and practices of a discipline and a thorough knowledge of related fields or subject-matter areas.</p>		

PROFESSIONAL RESPONSIBILITY

This factor is used to measure the difficulty of the work in terms of the checks and controls over the work and the professional leadership received. It is also used to measure the requirement to exercise professional judgment in defining objectives and problems and establishing guidelines, reviewing the work of others, interpreting results and findings, and providing and assessing advice.

When evaluating positions under this factor raters are to consider the following characteristics:

The requirement to define objectives and problems and establish guidelines, ranging

- from indicating problems, expected variables and availability of precedents;
- to developing program concepts, defining program objectives and limitations and defining and suggesting approaches to complex problems.

The professional leadership received, ranging

- from guidance to ensure correct use of methods and techniques, and advice on unusual features and likely approaches;
- to guidance on the nature and objectives of a program.

The extent to which work is checked by others, ranging

- from review of the work as it progresses;
- to review of the results of the work relative to program objectives.

The requirement to assess the quality of the work of others, ranging

- from reviewing the work of support staff in progress and on completion;
- to evaluating analyses of complex problems and proposed departure from accepted practice.

The requirement to interpret results of work, ranging

- from ensuring that own observations are meaningful and consistent;
- to evaluating conclusions and recommendations of others to determine the need for extension or modifications of a program.

The requirement to give advice, ranging

- from providing advice to colleagues and support staff on matters closely related to the work;
- to providing authoritative advice on a variety of subject-matter areas of national or international concern to other specialists or senior officials.

PROFESSIONAL RESPONSIBILITY

Degrees	Bench-mark Position Descriptions	
	No.	
	1	Veterinarian, Animal Health
	2	Veterinarian, Meat Hygiene
	3	Veterinarian-in-charge, Poultry Plant
	4	District Veterinarian
Initiative and judgment are required in identifying problems and determining approaches and suitable methods for their resolution. Objectives of assignments are clearly defined and professional guidance is received on unusual features. Completed work, conclusions and recommendations are reviewed for consistency and soundness of judgment. The work of subordinate professional and support staff is reviewed in progress and on completion to determine the effectiveness of methods and techniques. The results of studies are interpreted to determine their implications on the attainment of objectives and related activities. Advice is provided to colleagues, associates and support staff on matters concerning the work within own field of specialization.	2	
	5	Veterinarian, Infectious Diseases
	3	6 Veterinarian-in-charge, Most Complex Meat Plant, (Kitchener)
Initiative and judgment are required in establishing the limitations and defining the objectives of complete projects or studies within a number of related fields, and indicating likely approaches for the resolution of unusual and difficult problems. Objectives of assignments are stated in general terms and professional guidance is received on the implications of unusual problems. Recommendations and conclusions are reviewed for soundness of judgment in relation to the attainment of objectives and conformance with directives. The work of subordinate staff, colleagues and other specialists is reviewed in respect of approaches, soundness of judgment and completeness. Results of studies are interpreted to determine the implications of conclusions and recommendations on the objectives of own projects or studies and on external activities. Advice on problems and theories in fields related to the work is given to other specialists and officials; advice in own field of specialization is accepted as authoritative.	4	
	7	Regional Veterinarian, Animal Health, Moncton, N.B.
	8	Veterinary Drugs Evaluator
	9	Chief, Control Programs, Animal Health
	10	Regional Veterinarian, Meat Hygiene, Vancouver, B.C.
	5	11 Associate Director, Scientific and Technical Programs, Meat Hygiene
'Initiative and judgment are required in developing program concepts and objectives, establishing guidelines and defining approaches to complex problems. Objectives of the work are received in statements of policy and interpretation of policy. Professional guidance is not normally available. Results of own work and conclusions and recommendations are evaluated in relation to policy and other limitations. Work delegated to subordinate professional staff is reviewed for attainment of objectives within established guidelines and resource limitations. Results of studies, conclusions and recommendations are interpreted to determine their broad implications on activities at the departmental, national and international levels. Authoritative advice and recommendations in a number of related fields of specialization that contribute to the development of a program are provided to other specialists and senior officials.	6	

MANAGEMENT RESPONSIBILITY

This factor is used to measure the difficulty of the work in terms of the responsibility for managing staff, administering a program and financial and other resources and coordinating work with that of other departments, organizations and agencies; and the requirement for implementing or developing management and administrative guidelines and controls.

When evaluating positions under this factor raters are to consider the following characteristics:

Responsibility for the control of staff, ranging

- from occasionally assigning work to a support staff;
- to managing a large staff in a variety of scientific and professional and other occupational groups, selecting, appraising, training and allocating personnel to ensure their effective development and use.

Responsibility for the control of physical and financial resources, ranging

- from planning the day-to-day use of equipment and supplies;
- to planning, directing and controlling the facilities and resources allocated to a program.

Responsibility for committing departmental resources, ranging

- from spending own time and using minor laboratory facilities and other equipment and supplies;
- to evaluating management studies for the purpose of approving or recommending approval of plans involving the allocation of significant numbers of professional staff, the expenditure of substantial amounts of money, and the procurement or use of costly facilities, equipment and supplies.

Responsibility for the administrative control of work, ranging

- from occasionally implementing administrative control over work;
- to planning, recommending and implementing administrative control of work.

Responsibility for the administrative co-ordination of work performed for, or in conjunction with other organizational units, ranging

- from coordinating a small variety of activities with those of other individuals;
- to coordinating a wide spectrum of activities with those of other organizations.

Responsibility for obtaining outside assistance, ranging

- from informing superiors concerning the need for assistance;
- to confirming the need for and selecting suitable sources of assistance, relating the probable cost and benefits to budgetary limitations, and approving or recommending the expenditure of funds.

Responsibility for implementing or developing administrative and management guidelines, ranging

- from applying straightforward office or field procedures;
- to advising on the development of department and central agency directives in accordance with policy.

MANAGEMENT RESPONSIBILITY

Degrees

Bench-mark Position Descriptions

No.

1 1 Veterinarian, Animal Health
2 Veterinarian, Meat Hygiene
5 Veterinarian, Infectious Diseases

The work normally requires assigning tasks to subordinate professional and support staff; ensuring that quality and quantity standards are maintained; planning the use of equipment, supplies and laboratory facilities; implementing cost and output controls to meet objectives; coordinating activities that differ from one another in several aspects with those of others; occasionally recommending on the need for assistance; and implementing straightforward office and field administrative procedures.

3 Veterinarian-in-charge, Poultry Plant
4 District Veterinarian
8 Veterinary Drugs Evaluator
9 Chief, Control Programs, Animal Health

6 Veterinarian-in-charge, Most Complex Meat Plant, (Kitchener)

The work requires implementing administrative directives and procedures in supervising professional and support staff and controlling the allocation and use of equipment, supplies and facilities; estimating costs, controlling and coordinating project schedules and the allocation and expenditure of budgeted funds, and establishing and implementing cost and output controls to meet priorities and objectives; co-ordinating activities that differ from one another in many aspects with those of others; and substantiating the requirement for assistance.

7 Regional Veterinarian, Animal Health, Moncton, N.B.
11 Associate Director, Scientific and Technical Programs, Meat Hygiene

i

5 10 Regional Veterinarian, Meat Hygiene, Vancouver, B.C.

The work requires advising on the development of, or implementing, administrative directives and procedures concerning establishments, human resource planning and development of a large staff in professional and other occupational groups; evaluating cost-benefit studies; directing the preparation and administration of budgets; planning and implementing quality and cost controls; recommending objectives and priorities for a program; coordinating activities that differ from one another in, most aspects with those of others; and approving or recommending the expenditure of funds for outside assistance.

6

IMPACT OF RECOMMENDATIONS AND ACTIVITIES

This factor is used to measure the impact of recommendations and activities on departmental work, industrial or commercial operations, the Canadian livestock industry, the public health, and the development of knowledge in specialized fields.

When evaluating positions under this factor raters are to consider the following characteristics:

- The impact of recommendations and activities on departmental work, ranging
- from information and results affecting the conduct of studies, projects or a continuing operation;
 - to decisions and recommendations affecting the formulation of policy concerning the continuation and conduct of a program.

The impact of recommendations and activities on an industrial or commercial process, operation or product, ranging

- from information and results affecting minor operating methods;
- to decisions and recommendations affecting the development, initiation and continuation of industrial or commercial activities.

The impact of recommendations and activities on the Canadian livestock industry and the health status of animals, ranging

- from information and results affecting methods and techniques applied in the detection, control and eradication of animal diseases;
- to decisions and recommendations affecting the formulation of policy concerning the detection, control and eradication of animal diseases.

The impact of recommendations and activities on the public health, ranging

- from information and results affecting methods and techniques applied in determining the safety or wholesomeness of products, the biological effects of potentially toxic or other substances, or the diagnosis of diseases;
- to decisions and recommendations affecting the formulation of policy concerning the controlled use of toxic substances and the reduction, elimination or control of other potential hazards to the public health.

The impact of recommendations and activities on a body of knowledge, ranging

- from information and results contributing to knowledge in a field of specialization;
- to decisions and recommendations affecting the formulation of new concepts that facilitate the advancement of knowledge in a variety of fields of specialization.

IMPACT OF RECOMMENDATIONS AND ACTIVITIES

Degrees	Bench-mark Position Descriptions
	No
	1 Veterinarian, Animal Health
	2 Veterinarian, Meat Hygiene
Recommendations, advice or results of the work affect a continuing operation, projects or further studies in own and closely related areas of work; contribute to improvements in industrial or commercial processes or operations, and to improvements in methods and techniques for detecting, eradicating and controlling animal diseases, for inspecting meat and meat products, or for determining the efficacy and safety of the processing, marketing or use of dietary, pharmaceutical or other products; and contribute to the knowledge and development of new concepts in the field of specialization.	3 Veterinarian-in-charge, Poultry Plant
	4 District Veterinarian Veterinarian, Infectious Diseases
	6 Veterinarian-in-charge, Most Complex Meat Plant, (Kitchener)
Recommendations, advice or consultation affect the development and modification of a program and the initiation and conduct of work activities making up a project; contribute significantly to the development of industrial or commercial processes or operations, to improvement of the health status of Canadian livestock and the meat inspection system, or to the determination of the efficacy and safety of the processing, marketing and use of dietary, pharmaceutical or other products, and to the advancement of knowledge and development of new hypotheses in own field of specialization; and contribute to developments in related fields and subject-matter areas.	Regional Veterinarian, Animal Health, Moncton, N. B.
	8 Veterinary Drugs Evaluator
	9 Chief, Control Programs, Animal Health
	10 Regional Veterinarian, Meat Hygiene, Vancouver, B. C.
	11 Associate Director, Scientific and Technical Programs, Meat Hygiene
Recommendations, decisions, advice or consultation affect the formulation of policy concerning a program and the initiation and continuation of projects making up a program; and have substantial consequences on industrial or commercial activities, the formulation of national policy concerning the enhancement of the health status of Canadian livestock and the position of the Canadian livestock and meat food industries in world trade or the control of potential hazards to the public health, and the promotion of advanced knowledge in and stimulation of the development of new hypotheses in own and related fields and subject-matter areas.	6

BENCH-MARK POSITION DESCRIPTION INDEX

In Ascending Order of Level

LEVEL	BENCH-MARK POSITION NO.	DESCRIPTIVE TITLE	FACTOR EVALUATION
1	1	Veterinarian, Animal Health	1-2-1-1-1
1	2	Veterinarian, Meat Hygiene	1-2-1-1-1
2	3	Veterinarian-In-Charge, Poultry Plant	2-2-2-2-2
2	4	District Veterinarian	2-2-2-2-2
3	5	Veterinarian, Infectious Diseases	3-3-3-1-2
3	6	Veterinarian-In-Charge, Most Complex Meat Plant (Kitchener)	3-4-3-3-3
4	7	Regional Veterinarian, Animal Health, Moncton, N.B.	4-4-4-4-4
4	8	Veterinary Drugs Evaluator	4-4-4-2-4
4	9	Chief, Control Programs, Animal Health	4-4-4-2-4
4	10	Regional Veterinarian, Meat Hygiene, Vancouver, B.C.	4-4-4-5-4
5	11	Associate Director, Scientific and Technical Programs, Meat Hygiene	5-5-5-4-5

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 1

Level: 1

Descriptive Title: Veterinarian, Animal Health

Reporting to the District Veterinarian:

Duties	% of Time
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<p>Conducts clinical examinations, post-mortem examination and biological tests and carries out microscopic examinations to detect, identify and trace the sources of animal contagious diseases; collects blood, milk, tissue and feed specimens for laboratory examination and interviews livestock producers to obtain information leading to the determination of disease sources and causes; interprets symptoms, studies test results, laboratory reports and histories of animals and makes final diagnosis of diseases.</p>	50
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<p>Issues orders for animal vaccinations, quarantine and slaughter to implement the requirements of legislation and the animal health program; evaluates circumstances and recommends to superiors the release of animals from quarantine, compensation payment for animals ordered slaughtered and the granting or cancellation of garbage feeding permits; assists in conducting disease control clinics, issues instructions concerning disinfecting of infected premises and monitors compliance, and investigates and reports contravention of legislation to superiors.</p>	15
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<p>Checks import documents, makes clinical examinations of imported animals, inspects parcel post and immigrants effects for restricted or prohibited items and signs inspection certificates to confirm that animals, animal products, restricted commodities, meat and meat products presented for entry to Canada comply with the import regulations and meet the requirements of the animal health program.</p>	15
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<p>Schedules and conducts clinical examinations and diagnostic tests on animals being exported from Canada and certifies their health status to meet the requirements of importing countries; instructs accredited veterinarians in export examination, testing and documentation procedures, and completes, endorses and signs export certificates.</p>	15
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<p>Performs other duties such as advising and guiding trainee veterinarians and primary products inspectors, advising livestock producers regarding the treatment of animals with minor diseases, serving as a witness or investigator in legal proceedings, submitting reports of activities and test results to superiors, and maintaining continuity of district animal health services during absences of the District Veterinarian.</p>	5
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Degree

Specifications

Kind of Assignments	1
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The work is conducted in accordance with the Animal Health Program and the objectives, directives, and procedures for the detection, control and eradication of animal contagious diseases in the district and to ensure that animals, animal products, restricted commodities, and meat and meat food products that enter Canada are in accordance with the import regulations. The work includes examining and testing

Livestock, identifying disease symptoms, diagnosing animal diseases, valuing and ordering the slaughter of animals, certifying animals and related products for import and export, and completing reports. Activities are planned in accordance with a weekly schedule approved by the District Veterinarian.

Complexity of Work

2

Investigating incidences of contagious diseases requires interviewing livestock owners, from whom accurate information is frequently difficult to obtain. The diagnosis of animal contagious diseases requires the evaluation of clinical symptoms, biological and laboratory test results and epidemiology including the histories of individual animals and herds. The location and sources of animal contagious diseases in the district are identified from the clinical examination of animals. The eligibility of animals, animal products, restricted commodities, meat and meat products that are presented for entry to Canada is determined by evaluating the documentation accompanying these items for satisfactory compliance with Canadian import regulations and by applying prescribed inspection procedures. Inconsistencies are resolved through discussions with import agents and superiors. Judgment is exercised in applying the intent of the regulations.

Junior veterinarians and primary products inspectors are advised concerning their duties; discusses with livestock owners the treatment of animals with minor diseases; orders livestock owners to clean and disinfect their premises and acts as a witness in prosecutions for contraventions of legislation.

The work requires a thorough knowledge of contagious disease control in the practice of veterinary medicine and a thorough knowledge of the regulations and directives prescribing guidelines and courses of action. The work also requires a knowledge of current market values of livestock.

Professional Responsibility

1

Guidance is provided by the District Veterinarian on planning and organizing the work activities, difficult diagnoses, action to be taken for contravention of the Regulations and other unusual work problems. Day-to-day activities are performed independently. Examination, diagnostic and control methods and techniques are selected and used in accordance with established procedures. The work is assessed in terms of the effectiveness of implementation and attainment of objectives within prescribed time frames. Advice is provided concerning the proficiency in the application of examination procedures demonstrated by veterinarians and primary products inspectors.

Management Responsibility

1

There is accountability to the District Veterinarian for the effective use of materials and equipment. The duties include scheduling field tests and examinations on the premises of livestock owners; evaluating and making recommendations to superiors for the payment of compensation or indemnity to owners of animals ordered slaughtered; completing form reports on examinations and investigations; tabulating statistical data and issuing certificates in accordance with directives and instructions provided by superiors. During the occasional absence of the District Veterinarian the continuity of activities in the district are maintained by this position.

Impact of Recommendations and Activities

1

Reports of diagnoses and investigations conducted provide statistical data on the incidence of animal contagious diseases in the district and contribute to modifications in animal disease control and eradication methods. Decisions can result in the quarantine and slaughter of livestock in accordance with the authority provided by the Animal Contagious Diseases Act. The inspection of animals, animal products, restricted commodities, meat and meat products entering Canada provides a control on the possible entry of animal contagious diseases and prevents the importation of products that contravene the Regulations. Disease diagnoses, quarantine, vaccination and ordered slaughter of affected animals provide a control on zoonotic diseases.

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 2

Level: 1

Descriptive Title: Veterinarian, Meat Hygiene

Reporting to the Veterinarian-in-Charge:

Duties

% of Time

Provides veterinary inspection, diagnosis and monitoring services including the conduct of ante mortems and post mortems to determine the presence of unsound or disease conditions in animals and the approval, rejection or condemnation status of carcasses; collects specimens for laboratory examination; inspects plant facilities and monitors plant operations to ensure maintenance of prescribed sanitary standards, proper treatment of diseased animals and prompt removal of unwholesome or unsound carcasses or portions; informs plant supervisors of improper practices and unsatisfactory conditions, and follows-up on remedial action; monitors the application of the Inspection Legend to approved carcasses or portions and labels those condemned for disposal; completes prescribed forms and submits daily reports to the Veterinarian-in-Charge.

60

Provides advice and guidance to primary products inspectors engaged in routine post mortem inspection activities and the monitoring of specific processing operations for adherence to legislation and directives, and instructs veterinarians and inspectors assigned for training purposes; monitors the conduct of assignments and reports on the competence and efficiency of individual performance; demonstrates ante mortem and post mortem procedures to trainees, explains gross pathological terminology and lesions encountered, discusses plant facilities, operations, safety and sanitation practices, personal interrelationships and the correction of unsatisfactory conditions.

30

Performs other duties such as inspecting imported meat, additives and other products used by the plant; ensuring proper storage and use of various chemicals and non-food chemical additives; providing advice and recommendations to plant management concerning proposed alterations to plant facilities, practices and use of equipment; informing superiors of unsatisfactory plant conditions for inclusion in sanitation reports and overseeing the cleaning and disinfecting of livestock trucks and railway cars.

10

Specifications

Degree

Kind of Assignments

1

The work requires inspecting the plant facilities for cleanliness prior to and during operations; determining the condemnation or approval of carcasses and portions during the conduct of final post mortem inspections; certifying the weights of condemned portions; instructing and demonstrating inspection procedures and techniques to veterinarians and primary products inspectors in training; monitoring other plant operations such as edible and inedible rendering, processing, packaging, labeling, shipping, and the application of the Inspection Legend to approved products; providing advice; and completing prescribed form reports on inspection activities.

Complexity of Work

2

Information is obtained to determine the approval or condemnation of carcasses and portions by applying a thorough knowledge of gross pathology and proficient veterinary inspection techniques. Clinical competency is required when assessing live animals. The work requires maintaining a vigilance for indications of improper practices by plant employees, and of unusual conditions in animals or carcasses such as signs of recent intramuscular injections of antibiotics or other medications. The findings are sometimes verified by consulting with other veterinarians. Problems such as disagreements with plant employees concerning condemnations, humane slaughter, or sanitation involving the dressing of carcasses or floor cleaning must be assessed. These must be discussed and resolved with tact and diplomacy to ensure the continued cooperation of the line foreman and employees to achieve proper hygienic conduct of the plant operations and compliances with the Regulations with minimal interference in the normal volume of production.

Professional Responsibility

1

The veterinarian conducts assignments in accordance with the prescribed procedures of the meat inspection system. The daily inspection work is conducted independently with advice and assistance available from colleagues and superiors. Personal guidelines are set for the limitations against which judgment on doubtful inspection decisions should be balanced with the professional opinion of a colleague.

The work of the veterinarian is assessed by the supervisor in relation to condemnation decisions and on the demonstrated capacity to develop good working relationships in the plant. If the condemnations of, for example, beef livers appear to be abnormally high, the plant management would bring this to the attention of the Veterinarian-in-Charge, or the assistant, after the fact. Such incidents are checked and provide a further assessment of the professional judgment of the veterinarian on an audit basis. Occasional visits by the supervisor to the condemnation room are also a check on the work.

Advice is provided to veterinary colleagues and primary products inspectors, trainees, plant staff and employees concerning sanitation, production practices, inspection techniques and animal pathology; the work of experienced primary products inspectors and also that of trainees is assessed for demonstrated competence and proficiency in the use of inspection techniques.

Management Responsibility

1

The veterinarian is responsible to the Veterinarian-in-Charge for ensuring that the primary products inspectors properly conduct their work and maintain a continuity of attendance at inspection stations and other plant areas. Reports are made verbally or in writing on their demonstrated work performance. The veterinarian conducts the work and completes the prescribed activity report forms of the meat inspection system in accordance with administrative procedures and supervises the keeping of records and completion of reports by primary products inspectors.

Degree

The Veterinarian is occasionally required to coordinate the activities of plant employees through foremen or management during such operational emergencies as a major breakdown of equipment or an accident to a truckload of hogs and to instruct plant management to order a temporary halt of operations until faulty conditions are corrected, or authorize alternate operational procedures to overcome problems that may arise.

Impact of Recommendations and Activities

1

The work and recommendations of the Veterinarian lead to the continued effectiveness and improvements to the meat inspection system for the dressing of cattle and hogs, detection of disease and ensuring that meat and meat food products are clean, wholesome, properly processed, and properly labeled for the consumer market. Instructing and demonstrating effective inspection techniques and other aspects of the work impart an understanding to trainees of the principles and procedures of the meat inspection system in registered establishments.

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 3

Level: 2

Descriptive Title: Veterinarian-in-Charge, Poultry Plant

Reporting to the Regional Veterinary Supervisor:

Duties	% of Time
Administers the inspection activities at a registered poultry processing establishment to ensure adherence to the regulatory requirements of various Acts and Regulations governing the slaughter, dressing and packaging of poultry; coordinates the provision of inspection services with plant operations; reports infectious poultry diseases, signs inspection certificates and certifies condemnations; compiles and submits periodic reports on inspection activities and writes special reports detailing action taken in cases of contravention of legislation and directives.	35
Implements the control procedures of the Meat Hygiene program to ensure that meat produced by the plant is clean and wholesome; conducts ante mortem and post mortem inspections, collects specimen for laboratory examination, ensures that sanitary and hygienic methods of evisceration and dressing of carcasses are observed and that diseased carcasses are identified, condemned and removed to the inedible section of the plant; controls quality, preparation, labeling, storage and shipping of meat products and the use of packaging materials and labels that bear the Canada Approved stamp.	35
Provides a consulting service concerning poultry hygiene, sanitation and plant practices to plant management, poultry producers, brokers, public health officials, the communications media and the general public; explains and interprets legislation and directives; advises on plant construction plans, facilities, equipment and materials and on the resolution of hygienic, sanitary or other operational problems; recommends improvements to poultry inspection methods and related procedures to the Regional Supervisor.	15
Supervises the work of subordinates engaged in the primary post mortem inspection of poultry and the monitoring of plant operations; assigns duties, explains regulations and directives, instructs, trains and assesses the work of junior Veterinarians and of Primary Products Inspectors; submits probationary and appraisal reports and recommends retention, rejection, extension of terms and promotions.	10
Performs other duties such as participating in discussions and attending local meetings to explain the Meat Hygiene Program; guides individuals and groups on tours through the plant to gain an understanding of the meat inspection system and promoting effective working relationships between all those concerned.	5

Specifications

Kind of Assignments

2

The work is conducted in accordance with the authority delegated to the Veterinarian-in-charge to achieve the objectives within the poultry plant and for other activities that are related to and impinge upon plant operations. The incumbent orders the detention, segregation, slaughter and condemnation of poultry identified as diseased or reactors during ante mortem inspections; orders the cleansing and disinfecting of livestock yards, poultry crates and transport vehicles; issues permits and controls the movement and sealing of vehicles used to transport unmarked meats between one registered establishment and another; rejects unwholesome and diseased carcasses and portions, and controls the decharacterization and disposal of condemned materials; inspects and certifies shipments of poultry products for export and import; assesses the plant in respect of sanitation and structural characteristics; controls the storage and use of labels bearing the Canada Approved Legend; and provides a consultative service on hygienic slaughter and dressing procedures, sanitation and poultry pathology to plant management, local public health authorities and others.

Complexity of Work

2

The work requires the application of a thorough knowledge of the gross pathology of poultry and proficient veterinary inspection techniques to determine from visual and sensory observations, the approval or condemnation of poultry carcasses and portions. The registered establishment is engaged in a weekly slaughter of whole birds, cut-ups and de-boned portions; and vacuum packing certain of these products. An understanding of the technical functioning and efficacy of equipment, and also of the suitability of surface, packaging, and other materials used in plant operations, is required to identify and resolve problems, such as deficiencies in sanitation attributable to any in-plant source or activity. The requirements of the meat inspection system are implemented with due consideration of the implications of inspection activities on the operational capacity of the poultry plant, to maintain an effective working relationship with and to ensure the continued cooperation of plant management and employees. Considerable tact and discretion is required during discussions with plant management and others, such as poultry growers or truckers, whose activities are directly affected by inspection decisions.

Professional Responsibility

2

The Veterinarian-in-charge identifies and defines guidelines for the resolution of problems such as deficient sanitation practices or technical aspects of plant operations and establishes guidelines for and defines approaches to the inspection work in relation to the specific problems and operational practices encountered in the poultry plant. Guidance and advice are available from the Regional Supervisor concerning difficult-to-resolve conflicts with plant management.

The work is assessed through review of regular activity and special reports, and periodic visits by the Regional Supervisor. The extent to which percentage condemnation are beyond the normally acceptable ranges is investigated in respect of excessive disease conditions appearing in the poultry flocks presented for slaughter at the plant. The extent to which the incumbent establishes satisfactory cooperation with plant management in resolving most problems and achieving compliance with the requirements of the meat inspection system is also assessed.

Degree

The work of subordinates is reviewed in progress for proficiency and results of the inspection activities in the plant are evaluated to determine effectiveness in relation to attainment of assigned objectives; improvements in inspection methods, techniques and associated administrative procedures, and in the construction, facilities, work flow and operational practices in the plant are recommended. Information and advice concerning the meat inspection system particularly applicable to poultry is provided to plant management, poultry growers, export-import brokers, road and rail transportation representatives, provincial and local public health officials, the communications media and the general public.

Management Responsibility

2

The Veterinarian-in-charge is responsible to the Regional Supervisor for controlling, supervising and appraising the work of subordinates; controlling the issue and use in the plant of labels and packaging materials bearing the Canada Approved legend; certifying the overtime and expense claims in respect of inspection services provided, submitting laundry accounts and requisitions for supplies to the Regional Office and coordinating inspection services with plant operating schedules. The work requires completing activity reports indicating numbers of inspections, condemnation and their reasons; writing reports explaining the action taken on infractions of the Regulations, and completing and signing inspection certificates for export of poultry and poultry products in accordance with established administrative procedures.

Impact of Recommendations and Activities

2

Results of the work, decisions and advice lead to improved effectiveness and modification of methods and techniques in the continuing activities of the meat inspection system and to improvements in the construction, facilities, work flow, sanitation and other operational practices in a registered poultry establishment. The in-plant condemnation and destruction of unwholesome and diseased poultry prevents its movement to the food merchandising chain. The achievement of a high standard of sanitation in the plant results in increased shelf life of the products. Detailed records and statistics that are maintained over a protracted period of time and made available to superiors as well as to the industry contribute to the information base from which economic, productivity and inspection plans in relation to the Poultry Industry may be developed.

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 4

Level: 2

Descriptive Title: District Veterinarian

Reporting to the Regional Veterinary Supervisor:

Duties

% of Time

Administers district animal health inspection activities to implement disease control and eradication programs established under the Animal Disease and Protection Act and related legislation; identifies, investigates, diagnoses and evaluates reported outbreaks of disease and makes recommendations to superiors for control and eradication measures; surveys animal health and animal disease incidence to provide a data base for producers, meat processors, prevention veterinarian medicine and departmental planning; inspects, tests and certifies animals presented for export and inspects animals and animal products presented for import; investigates breaches of animal health legislation, maintains associated records and writes reports for departmental action and legal process.

60

Provides a consulting service to provincial and municipal health departments, other government agencies such as Canada Customs, livestock producers, meat industry managers, medical practitioners, the communications media and the general public; obtains and acts on reports of animal disease problems at slaughtering and meat processing establishments; exchanges information with municipal and medical authorities concerning the incidence of diseases such as rabies and anthrax; publicizes and promotes understanding of control measures imposed during animal disease outbreaks; answers enquiries and explains the objectives and activities of the Animal Health Program in the District.

20

Controls and supervises the work of a junior veterinarian, two primary product inspectors and a clerk; oversees and endorses the work of accredited veterinarians engaged in testing, examining and certifying animals for export; assigns work, defines activities and procedures and interprets regulations governing the conduct of work assignments, makes arrangements for training and formally evaluates performance of staff; makes recommendations to the Regional Supervisor on discipline, promotions and transfers; conducts interviews and recommends candidates for employment.

15

Performs other duties such as planning, organizing and conducting specific studies, surveys, experiments or procedures to assist the achievement of scientific and technological program objectives; acting as a witness in prosecutions under authority provided in the Act; studying veterinarian and agricultural publication to keep informed of current developments in animal disease detection and control, and carrying out the duties of the veterinarian-in-charge at slaughtering establishments as required.

5

Specifications

Kind of Assignments

2

The primary assignment is the planning, implementing and administering of the approved animal contagious disease detection, eradication and control activities in the district in accordance with directives and instructions from the Regional Veterinary Supervisor. The work requires coordinating and supervising the activities of one field veterinarian, two primary products inspectors, one clerk, and variable numbers of accredited veterinarians engaged in the health certification of animals for export, establishing schedules for regulatory testing by subordinate staff and analyzing the information and data provided by them and also obtained by personal investigation to assess the animal disease status in the district, and recommending to superiors the necessary action for achievement of a healthy animal population.

The work also requires certifying and endorsing the certification by accredited veterinarians on the health of animals for export; providing a consultative service to provincial and municipal authorities, livestock owners, industrial managers and others concerning district activities and coordinating the enforcement of Regulations concerning the importation of restricted animal products.

Complexity of Work

2

The implementation of effective animal contagious disease eradication and control measures requires assessing such factors as the nature and movement of the animal population in the district, the relative success in tracing herds of origin and identifying the source of a communicable disease and the timely detection, diagnosis and isolation of diseased animals from herds. The regulatory testing schedules must be planned in consideration of seasonal and routine farming, and of other activities that may conflict with the requirement to assemble livestock for testing. The availability and capabilities of casual professional and technical staff assigned to such activities must also be considered when determining testing schedules and establishing vaccination clinics. The diagnosis of diseases requires recognition of the disease symptoms and correlation with field and laboratory diagnostic test results.

The work requires interviewing owners of diseased animals to obtain and provide information and to ensure their understanding and cooperation in implementing disease control measures. The objectives and requirements of the Division concerning enforcement of the Regulations and procedures are discussed to ensure the cooperation and understanding of all concerned.

The work requires a thorough knowledge of the theories, principles and practices of veterinary medicine, particularly as it applies to animal diseases. The work also requires an understanding of the various Acts and Regulations related to zoonotic diseases, animal care and husbandry. Established approaches and practices are applied and adapted in accordance with the Manual of Procedures relating to the enforcement of the Animal Contagious Diseases Regulations. A knowledge of the up-to-date animal health certification required when animals are exported and the market values of livestock for compensation evaluations is necessary.

Degree

Professional Responsibility

2

Identification and action to alleviate problems affecting such activities as regulatory testing and vaccination clinics, health examinations of animals for export, investigations of animals for import, investigations of animal disease outbreaks and enforcement of the Regulations concerning disease control and importation of restricted products are taken. Accredited veterinarians are trained in export inspections; the work of the subordinate veterinarian and the accredited veterinarians is reviewed for completeness and soundness of judgment, and that of technical and clerical staff for demonstrated proficiency and adherence to designated techniques, procedures and instructions.

Animal disease symptoms are correlated with the results of field and laboratory diagnostic tests, and interpreted for confirmatory diagnoses. Advice is provided to veterinary practitioners, subordinate staff, livestock owners, provincial health authorities, medical practitioners, industrial managers and others concerning interpretations and the application of the various Regulations to unusual situations, on the approaches and methods used for animal communicable disease eradication and control, and on other matter related to the work.

Management Responsibility

2

The District Veterinarian is responsible to the Regional Veterinary Supervisor for coordinating, scheduling daily and weekly, and supervising the work of one field veterinarian, two primary products inspectors, one clerk, and also variable numbers of accredited veterinarians.

Interviews are held and candidates recommended for full-time and casual employment; evaluates work performance; makes recommendations to superiors for promotions and transfers and discusses disciplinary action and dismissals. Subordinate staff are instructed on the application of approved administrative procedures and practices. The District Veterinarian checks to ensure that forms, requisitions for supplies and certificates are properly completed prior to submitting them to the District office and other designated recipients, supervises the maintenance of records of activities, diagnostic test results and other reports and statistical data; endorses the certificates completed by accredited veterinarians on the health status of animals for export; certifies the work conducted in the field for payment of fees and other expenses and plans and recommends purchase of materials, supplies and equipment for use in the district.

Impact of Recommendations and Activities

2

Results of the work, recommendations and advice lead to the improved effectiveness of the continuing activities and attainment of the objectives established by the Veterinary Inspections Directorate in the district and the prevention of diseases entering Canada through the district port of entry. The timely detection, diagnosis and isolation of diseased animals from the herds and imposition of quarantine and disinfections procedures prevent the spread of communicable diseases, including zoonotic diseases such as rabies, and reduces economic losses by the livestock industry. Enforcement of humane transportation regulations reduces suffering of animals and reduces financial losses caused by injury to or death of livestock and poultry. The statistical data maintained on field tests and other studies provide the Branch with continuous indicators of the relative freedom from disease attainable and facilitates future planning for more effective control of animal disease outbreaks.

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 5

Level: 3

Descriptive Title: Veterinarian, Infectious Diseases

Reporting to the Director, Animal Pathology Laboratory:

Duties	% of Time
<p>Conducts and collaborates in research projects to develop and improve diagnostic and control procedures for various animal diseases such as brucellosis; holds discussions with veterinarians, livestock producers and scientists, and reviews reports to identify disease problems; designs and conducts experiments and initiates procedures utilizing a wide range of immunological and microbiological techniques to investigate problem areas; analyzes results and determines conclusions from data arising from diagnostic and research activities; makes findings available to all concerned, discusses proposals and submits recommendations aimed at furthering the knowledge of brucellosis and enabling research data to be used in setting policy and designing national programs.</p>	40
<p>Directs and carries out microbiological examinations on animal and plant tissues, and on meat and meat products to diagnose disease conditions and ensure meat safety; examines documentation accompanying specimens, conducts gross examination and directs selection of appropriate laboratory procedures; prepares and maintains a variety of tissue culture cell lines in continuous culture; evaluates the cytopathogenic effects of viral agents from tissues or tissue preparations and prepares material for virus identification; analyzes results, evaluates conclusions, writes reports and maintains detailed laboratory records.</p>	20
<p>Controls the work of a diagnostic laboratory engaged in examining animal serums, milk, cream and semen for the detection of antibodies to bacterial diseases in compliance with the national disease control program and the requirements governing animal export and import; reviews documentation accompanying specimens and directs the selection of appropriate test procedures; evaluates reagents involved, antibody-antigen reactions and the readings of tests; selects samples for other serological tests; interprets test results and issues final reports required under the terms of the Animal Disease and Protection Act and by foreign governments.</p>	20
<p>Instructs, supervises and monitors support staff who are diagnosing and evaluating ectoparasitic infections, conducting the serological diagnosis of brucellosis and applying a wide range of standard and specialized procedures; directs the overall activities of the diagnostic and research microbiology laboratories, the serology and infectious diseases laboratory and the tissue culture laboratories, including direction of operational and safety procedures and care and maintenance of equipment; assists support staff to solve problems, appraises performance, and recommends promotions and disciplinary action.</p>	10

% of Time

Performs other duties such as preparing or contributing to the preparation of scientific publications; presenting lectures, training programs, demonstrations and seminars to other veterinarians, inspectors, associations and students, supervising other laboratory areas in absence of supervisory staff, acting for the Director, assisting in the design of laboratory functional areas; recommending purchase of capital equipment, representing the unit at professional meetings, writing reports and contributing to work plans.

10

Degree

Specifications

Kind of Assignments

3

The work is conducted in accordance with the requirements of veterinarians in the Animal Health Branch and research institutes, for the performance and interpretation of serological and bacteriological tests leading to diagnosis of diseases in animals as required for national eradication programs and international certification for export, and as an aid to livestock owners and veterinary practitioners. Research projects are carried out in related fields and on problems becoming apparent from diagnostic work. The incumbent implements the continuing diagnostic service in accordance with the instruction and guidelines provided by the head of the laboratory. The area of research is discussed with the supervisor, and the actual planning, organizing, carrying out and evaluating is left to the incumbent. The work requires the continuous supervision of several Engineering and Scientific support staff.

The work requires the monitoring of incoming samples for suitability and identity, the assigning of priorities, the guidance to field staff as to collection and shipping methods, the evaluation, interpretation and reporting of the results, the coordinating and arranging of additional tests (bacteriology, histopathology, parasitology), the instruction and overseeing of maintenance and care of the laboratory animal colony.

Complexity of Work

3

Standard procedures are followed for routine testing. Organization and judgment are required in assigning priorities, allocating staff, and determining where additional tests are necessary. Interpretation of results presupposes a thorough knowledge of certain diseases, of their epidemiology and of the test procedures for their laboratory diagnosis. Discussion and advice on the significance of laboratory results to field officers on problem cases are frequently required, including suggestions for supplementary tests and sample collection to confirm the diagnosis. Reference antisera and antigens are prepared to serve as reference reagents to assure uniform test results among the laboratories of the Division. Contributing to the updating and standardizing of methods in the field of specialty are made.

In investigational projects, the tools available are frequently new and unproven, as for example in the identification of serum fractions and in isolation of brucella. Current methods must be evaluated, a selection made and the results interpreted with the limitations of new methods in mind. Guidance and advice on these projects is normally not available and requires the maintenance of contact and communication with peers.

Degree

The work requires on-going dialogue with other testing laboratories and with researchers in fields related to the routine work and to the special studies which concern the position. The work requires planning and organizing lectures and demonstrations on serological methods for visiting veterinarians, primary products inspectors, veterinary students and professional organizations.

The work requires the application of an advanced knowledge of the theories, principles and practices of veterinary serology and epidemiology and a thorough knowledge of bacteriology, parasitology, pathology, virology and mycology.

Professional Responsibility

3

Within the framework of standard procedures, a continuous serological diagnostic service for the testing for brucellosis is provided. Sound judgement and experience are required in the interpretation of results and in responding to questions from veterinarians and livestock owners as to the implications and limits of test results. An advanced knowledge in the field of work to recognize where new techniques could be applied, to detect shortcomings or needed amendments to existing methods and to contribute through own research towards the amending of standard procedures is required. Advice is provided to support staff concerning problems encountered in the laboratory, to veterinarians and scientists concerning problems of disease diagnosis in animals and also through lectures, demonstrations, training programs and seminars that are designed to impart an understanding and appreciation of the practical application of principles and techniques in the fields of diagnostic and research microbiology, serology, infectious diseases and tissue culture.

Management Responsibility

1

There is no continuing requirement for the allocation of work or supervision of laboratory professional staff. There is, however, a responsibility to the Director for organizing own work and that of several assisting support staff members to meet the fluctuating demands on the diagnostic, research and other services provided. There is, in addition, a requirement for ensuring proper care and maintenance of equipment, for proper care of animals within the laboratory and for maintaining continuity of activities during the occasional absence of the Director.

Impact of Recommendations and Activities

2

Recommendations, advice and results of the work contribute to improvements in diagnostic and research microbiology, serology, infectious disease identification and tissue culture, as well as to successful enforcement of sections of the Animal Disease and Protection Act. The work impacts on the well-being of the livestock industry in general and specifically on the export-import activity of the industry. A continued awareness of new developments in the conduct of research and diagnosis that are of significance to the veterinary community leads to improved laboratory methods and more effective control of animal diseases.

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 6

Level: 3

Descriptive Title: Veterinarian-in-Charge, Most Complex Meat Plant (Kitchener)

Reporting to the Regional Veterinarian:

Duties

% of Time

Plans, implements and administers the meat inspection system at a most complex registered establishment and establishments in close proximity engaged in the slaughter and dressing of meat animals and the processing of meat food products; establishes priorities and procedures and coordinates inspection schedules with plant operations; submits samples for laboratory examination; validates the acceptability of imported meat and meat products for use in the plant and identifies, investigates and reports on infractions of regulations; monitors, controls and corrects grading standards, hygienic practices, inspection methods, packaging and labeling procedures, and the practices followed in storing and shipping of meat products; compiles statistical data and writes reports on meat inspection activities; issues certificates required for the provincial, national and international transport of meat and controls use of the Canada Approved designation; authorizes payment of sundry expenses incurred in providing services.

40

Assigns duties, issues instructions, explains regulations and supervises the work of 44 professional and technical staff engaged in the conduct of meat inspection and support services; sets objectives and promulgates directives defining responsibilities and accountabilities; allocates staff to various work locations in response to changing operational demands and assesses human and financial resource needs, training requirements, breaches of discipline, employee complaints and formal grievances; reviews and approves activity reports submitted by subordinates, appraises their work performance, approves leave and makes recommendations to the Regional Veterinarian on staffing, training, promotions, disciplinary action and retention or rejection of probationary employees.

25

Provides a consulting and advisory service to plant management, meat producers, industry representatives and others to ensure understanding of the meat inspection system and maintenance of effective working relationships; interprets and explains Acts and Regulations, national and international standards, applicable policies, policy changes, and the requirements and objectives of the meat inspection system in terms of specific practices and procedures; meets with plant management to discuss work schedules, sanitation, proposed new or modified facilities, actions to correct operational deficiencies and resolution of challenged condemnation decisions as well as other problems; responds to enquiries concerning meat inspection policies and activities made by representatives of other levels of government, customs officials, brokers, transportation services, professional associations and the communications media.

25

Performs other duties such as recommending changes to policies, procedures and regulations; organizing and conducting technical and scientific projects, coordinating inter-related programs and policies, acting as an expert witness in court, representing the Department at formal meetings and hosting visitors on tours of the plant.

10

specifications

Kind of Assignments

3

The work of the Veterinarian-in-charge is conducted in accordance with the approved procedures and directives received from the Regional Veterinarian, conforms to the objectives of the meat inspection system, and invokes the provisions of inspection services and enforcement of the various Acts and Regulations at a most complex registered slaughtering and meat processing establishment. The Veterinarian-in-charge is required to plan and implement inspection services to coincide with plant operating schedules; ensure that inspection stations are attended at the scheduled times, including overtime and to conduct final inspections to provide decisions on the referred inspection condemnations by subordinates that are challenged by management; certify and approve the certification by subordinates of meat products; consult with senior plant management on proposed construction changes, new equipment, problems concerning processing methods, work flow and sanitation, and enforcement of the Regulations; collect specimens and samples of products for laboratory examination; tabulate and complete reports on inspection activities for submission to plant management and the Regional Office; provide a consultative service, information and advice on the meat inspection and related activities, and guide the training of inspection staff.

Complexity of Work

4

Implementing the meat inspection system activities in the establishment requires the consideration of plant operating schedules, the nature and complexity of the operations in terms of the number and kinds of animals slaughtered and the kinds of processes used, and the professional and technical capabilities of the inspection personnel, to coordinate the provision of inspection services. Data on animals inspected and passed or condemned, and the reasons, are submitted by subordinate inspection personnel. Final decisions on problem inspection are made by the incumbent. Blueprints and specifications for plant construction and equipment submitted by plant management are reviewed for acceptability and compliance with the requirements of the Department.

The work requires providing assistance to Customs authorities on the clearance of imported products; explaining Regulations to plant management, rail and road transportation officials, livestock owners and exporters to resolve such conflicts as condemnations, orders to shut down slaughter or processing lines, and orders to clean and disinfect facilities.

The work requires the application and adaptation of established approaches, practices and procedures in accordance with the Regulations, the Manual of Procedures and directives as well as a thorough knowledge of veterinary hygiene and of food science relative to meat food processing and current knowledge of plant construction and processing equipment requirements, methods and procedures.

Professional Responsibility

3

The duties entail contributing to the establishment of inspection activity objectives for the complex plant and developing guidelines for the effective implementation of inspection services that meet the specific requirements of the plant. These guidelines are in accord with the objectives and guidelines that are provided by the Regional Veterinarian. Guidance and advice on unusual problems such as contraventions of the

Degree

Regulations and unresolved differences between plant management and inspection personnel are available from the Regional Veterinarian. The work is reviewed through reports and by periodic visits of superiors to assess the effectiveness of the inspection activities and progress toward attainment of the objectives established. The work of subordinate veterinarians and primary products inspectors is assessed for completeness, soundness of judgment and proficiency in the application of established inspection techniques. The results of inspection activities are interpreted to recommend changes in inspection methods, and in plant construction, equipment and procedures for improvement of plant operations.

Information and advice is provided to subordinates and senior plant management on work problems; to livestock owners and brokers on condemnations; to export brokers on the certification and export of goods refused entry at U.S.A. border points and to visiting veterinarians from foreign countries, professional and agricultural associations, and the communications media and the general public on Meat Inspection activities.

Management Responsibility

3

There is a responsibility for coordinating the provision of inspection services, either directly or through subordinate supervisors, at a large registered slaughtering and processing establishment. The work of 44 professional and technical staff is appraised and recommendations for training and promotion are made.

The work requires controlling and requisitioning supplies; authorizing the payment of sundry accounts; recommending human resource requirements and modifications in administrative procedures to the Regional Veterinarian; coordinating inspection schedules with plant operating schedules; arranging for the submission of samples and specimens for laboratory examination; and coordinating with Canada Customs authorities in the clearance of imported products and with the Contagious Diseases Division in the reporting of diseased animals presented for slaughter at the plant. The work requires compiling statistical data on condemned carcasses, portions and products, writing reports on infractions of the Acts and Regulations and endorsing and issuing prescribed certificates.

Impact of Recommendations and Activities

3

The decisions, recommendations and advice of the Veterinarian-in-charge lead to improvements in the continuing activities of the meat inspection process and to improvements in the construction, facilities, production flows, sanitation practices and processing methods used. The enforcement of strict hygienic requirements and the achievement of a high quality of maintenance of facilities and wholesome products ensures the plant of its export privileges, determined through periodic inspections by government representatives of importing countries. The tactful and effective resolution of in-plant problems contributes to the understanding with which senior plant management and line superintendents accept and cooperate with inspection personnel in the implementation of the objectives of the meat inspection system. The in-plant enforcement of strict hygienic practices, and the condemnation of portions of, or whole diseased carcasses of improperly processed and unwholesome products, ensures that the products bearing the Canada Approved legend are shipped from the plant to the consumer market in a wholesome condition. Successful application of improved practices for the inspection activities in this plant, initiated on a trial basis, can lead to modification of the Divisional Manual of Procedures.

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 7

Level: 4

Descriptive Title: Regional Veterinarian, Animal Health
Moncton, N.B.

Reporting to the Regional Veterinary Director:

Duties	% of Time
<p>Plans, organizes, administers and evaluates the activities of the Animal Health Program in the Region through ten district offices to prevent the entry and spread of animal diseases and to maintain normal export and import levels of animals and animal products; identifies program objectives, goals and priorities; interprets and enforces legislation, policies and directives and implements approved changes in practices and procedures; monitors application of the program and assesses reports from regional and field veterinarians in order to identify and correct operational problems; consults with headquarters authorities, provincial veterinarians, private practitioners and others on matters relating to animal health; coordinates animal health activities and meat hygiene activities in the Region and issues guidelines to ensure uniformity in the application of legislation, branch policy and animal health standards; evaluates program effectiveness, investigates contraventions of legislation and maintains preparedness of the Regional Alert Team.</p>	45
<p>Provides a regional consulting and advisory service to the livestock industry and the general public to give information and direction concerning the Animal Health Program and to promote understanding and cooperation between the Department and provincial and municipal public health authorities; explains legislation, policies, directives and practices as well as national and international import and export requirements; reviews program procedures with veterinarians, meets with representatives of livestock transportation firms to discuss regulations and resolve problems; devises, negotiates and publicizes alternative methods of program delivery generally and when legislation or departmental policies change; ensures that the news media is kept informed of animal health programs and activities.</p>	25
<p>Directs, administers and controls the human and financial resources (53.5 person-years and \$144,000 non-salary) of the regional animal health program so as to satisfy operational needs and meet the program's objectives; determines current and future resource needs, assigns staff, assesses training requirements, prepares work plans and delegates authority; identifies cost/benefit situations, ensures resource utilization is within budget limitations and confirms that contracts with outside agencies/individuals are properly drawn up and complied with; assesses the work performance of immediate subordinates, ensures the professional development and continued competence of assigned staff and investigates and makes recommendations in cases involving potential disciplinary action.</p>	25
<p>Performs other duties such as coordinating and conducting special projects, compiling technical information and statistics, presenting special material at meetings, seminars or conventions, providing expert testimony at court and acting for the Regional Veterinary Director.</p>	5

specifications

Kind of Assignments

4

The work is performed at the regional level in accordance with the general policies, directives and procedures prescribed for the Animal Health Program by departmental headquarters as directed by the Regional Veterinary Director and involves related specialties such as animal diseases, artificial insemination, embryo transfer and import/export of animals. There is a requirement to organize, control and supervise the work of subordinate staff engaged in implementing the various facets of the program and to investigate and correct problems arising from inadequate observance of legislation and directives. Activities include establishing regional objectives, goals and priorities for animal health, consulting with peers, superiors and private practitioners on matters related to animal health, planning and evaluating operational activities to implement the program in the Region within budgeted resource limitations and providing an advisory service to all concerned with the specialties administered.

Complexity of Work

4

The duties require the administration of methods and procedures for detection, control and eradication of animal contagious diseases in accordance with the provision of various Acts and Regulations. Incidence of diseases and effectiveness of measures taken is monitored through analyzing field staff inspection reports and evaluating comprehensive data concerning type of animals, location, kind of disease, frequency, extent and trends. The work is governed generally by the requirements of legislation and by national directives, and requires coordination with that of other specialists such as those administering meat hygiene activities and with professionals such as provincial veterinarians and private practitioners outside the organization to ensure mutual understanding and uniformity in the application of legislation, departmental policy and animal health standards. The unforeseen occurrence of exotic diseases and epidemics as well as the large export-import component in the livestock industry contribute to a need for problem-solving through new approaches and application of a very thorough knowledge of veterinary medicine specializing in disease control and related fields.

Professional Responsibility

4

The work requires defining regional objectives, goals and priorities of the Animal Health Program, identifying occurrences of disease, consulting with all concerned to resolve problems and devising alternative methods of program delivery. The duties are performed under the general guidance of the Regional Veterinary Director and recommendations are made to modify national policies and directives. While headquarters specialists are available for consultation on unusual problems, the regional position is accountable for results of the work, which is reviewed by superiors in terms of objectives achievement. The work of subordinate staff is reviewed on completion and through analysis of periodic reports detailing problems. Consulting and advisory services provided by the position entail evaluating program acceptance by the livestock industry, the general public and other participants, and enable determination of the need for changes.

Degree

Management Responsibility

4

The work requires determining current and future staff resource needs, preparing work plans, delegating authority, assigning duties and responsibilities, appraising employee performance and ensuring development of professional staff. Financial resources allocation is made based on cost/benefit analyses and with regard to budget limitations, operational needs and program objectives. Departmental administrative directives provide guidance in controlling resources (53.5 person-years and \$144,000 non-salary) but judgment is exercised in their utilization on routine assignments, special projects or unforeseen emergencies. Animal health activities are coordinated with those of meat hygiene specialists and with other authorities in the public and private sectors who often have differing interests. The duties entail responsibility for ensuring that contracts with outside firms and individuals are properly drawn up and carried out, and that adequate administrative and management guidelines are available and followed by all staff to achieve uniformity in the application of legislation, departmental policy and acceptable animal health standards.

Impact of Recommendations and Activities

4

The activities, decisions and recommendations of the Regional Veterinarian, Animal Health, contribute substantially to the effectiveness of the department's enforcement of the Animal Disease and Protection Act and other legislation. Consulting and advisory services provided to the livestock and livestock transportation industries facilitate the provision of healthy animals to processing plants, preclude inadvertent importation of diseased animals, assure foreign importers of the acceptability of Canadian livestock and protect the public from unwholesome meat and meat products. The duties and responsibilities also contribute to the resolution of problems affecting livestock producers, pharmacological manufacturers and practicing veterinarians. Prevention of entry and spread of animal diseases assists in maintaining normal export and import quotes and has significant effect on the livestock sector of the national economy.

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 8

Level: 4

Description Title: Veterinary Drugs Evaluator

Reporting to a Division Chief, Bureau of Veterinary Drugs:

Duties

% of Time

Studies and evaluates pharmacological, toxicological and clinical data submitted by manufacturers seeking permission to market drugs intended for veterinary medical use; determines the adequacy of supporting information and data and the validity of claims concerning product safety and efficacy; assesses "Investigational New Drug" and "New Drug" submissions in terms of validity and selectivity of analytical procedures and the restrictions or precautionary controls that should be imposed; accepts, or rejects as invalid or inconclusive, the results of studies reported in submissions; decides as to whether the risk/benefit ratio justifies the granting of permission for marketing the drug in Canada and specifies limiting conditions; writes detailed reports concerning the information and data presented in submissions and includes own analyses and recommendations for consideration and discussion with the Division Chief and other specialists; recommends the issuance of a letter authorizing the sale of a quantity of a new drug for use in emergency treatment.

50

Provides a consulting service to colleagues, other government agencies, veterinarians, manufacturers, educational and research institutes in such matters as investigation and resolution of clinical medicine information needs respecting new or marketed drugs, the interpretation of scientific and clinical medicine information presented in texts, publications and research reports, and the availability of outside facilities for laboratory and clinical work; meets with veterinarians, research directors, representatives of manufacturers and others to present information concerning improving research and preventing misuse of drugs; evaluates results reported by clinical investigators; makes recommendations to the Division Chief concerning scope and objectives of investigations and the support or termination of investigations relating to Experimental Studies Certificates and Investigational New Drugs Submissions.

30

Monitors information such as recommendations for use of a drug printed on labels, package inserts and promotional material in publications to identify misrepresentation or non-compliance with legislation or regulations, potential hazards for the intended species and for humans in contact with veterinary drug products; assesses the adequacy and validity of published information in comparison with similar products and existing policies and in response to adverse reaction reports or complaints from practicing veterinarians, manufacturers and scientists in research institutes; reports on findings and recommends remedial action.

10

Performs other duties such as meeting with representatives of manufacturers to interpret legislation and regulations, present the position of the Division and justify decisions made in respect of submissions, attending scientific conferences, workshops and educational seminars, acting as an expert witness in court and writing scientific papers for publication and for presentation at seminars.

10

Specifications

Kind of Assignment

4

The work is performed in accordance with the objectives established by the Director of the Bureau of Veterinary Medicine for assessing the safety and efficacy of drugs and the safety aspects of human contact with these substances, and determining the adequacy and validity of claims by manufacturers seeking permission to market veterinary drugs. The work includes evaluating the scientific and clinical medical information and data presented, evaluating information from other sources, such as results or laboratory and field studies conducted by independent research institutes and agencies; participating in the surveillance of marketed veterinary drugs through study of scientific and trade publications, promotional advertising, and contacts with colleagues, veterinary practitioners and farm organizations; discussing interpretations of the Food and Drugs Regulations, presenting the position of the Bureau at meetings with specialists representing the drug manufacturer; providing a clinical medicine consultative service to colleagues in the Bureau, other government agencies, drug manufacturers, educational and research institutes and to veterinary practitioners in subject-matter areas associated with the specialized field of knowledge (such as microbiology, pathology, parasitology, pharmacology, toxicology etc.), writing reports that include a complete analysis of the drug submissions, investigations or special assignments, and making recommendations to the Division Chief.

A number of assignments are normally dealt with concurrently, each complete in itself. The work requires deciding on suitable approaches to problems for which precedents are often not established and determining the procedures and extent of investigations into the scientific and clinical medicine aspects of veterinary drugs intended for application to a variety of food producing, companion and wild animals.

Complexity of Work

4

The work requires assessing the information and data presented in submissions from drug manufacturers and the acceptability of methods or experimental animals used to demonstrate the desired relationships or clinical effects in the intended species. Data are also assessed for consistency with precedent set by current knowledge or with that which is developed by independent sources such as research institutes which keep the Bureau informed of their work. The advice of colleagues is obtained, as well as supplemental information from research publications and results of field studies in which similar substances are tested on the same or different animal species, to assess the validity of data presented in submissions.

Evaluating the efficacy of a substance requires consideration of the dose, route of administration and numbers, age, sex, production types and conditions of the experimental animals, determining whether the disease criteria are truly reflective of the disease condition of the animals and whether therapy is introduced at the point of disease crisis, resulting in survival or death; assessing the validity, selectivity and accuracy of statistical methods used to detect and measure the treatment effects and examining the toxicity data, from experimental testing in a number of animal species, on observed physical and behavioral effects and lesions produced in sensitive species. Evaluating the safety of a substance requires determining, whether the risk/benefit ratio justifies the granting of permission for marketing the drug in Canada.

Degree

The evaluator formulates the criteria against which each submission is assessed, makes and defends recommendations to the Division Chief and with specialists representing the drug manufacturers, to clarify the requirements of the Bureau and discuss the scientific and clinical medicine aspects of submissions.

A thorough knowledge of the current clinical veterinary medical practices is a requirement of the work. Familiarity with related specialty fields is required to assess the scientific and analytical methods used and reliability of results obtained.

Professional Responsibility

4

Direction is received from the Chief of the Division concerning applicable policy and implications of the work, precedents, guidelines and standard methods of approach but it is the responsibility of the incumbent to determine specific approaches and explore the problems, assess the information presented and collected, accept or reject as invalid or inconclusive the results of studies, and make decisions concerning the efficacy and safety of drugs for use in the intended species and the safety aspects of human contact with these substances. Recommendations are made to the Division Chief for approval.

Decisions in respect of submissions are presented, discussed and defended at meetings with representatives of drug manufacturers. Problems encountered in the evaluation and consultative work, for which knowledge has not yet been sufficiently developed, impose restrictions on the scientific and clinical medicine basis of decisions. Therefore, areas requiring investigation are identified, initial contact is made with independent research agencies and institutes and recommendations are made to the Division Chief.

The effectiveness of the work and advice provided are assessed in terms of their contribution toward attainment of the goals and objectives of the Division. Recommendations for pre-marketing clearance of drugs are assessed by checking reports to identify the soundness of judgment and completeness of the analysis applied and justified in the supporting documents.

Advice is provided to colleagues in the Bureau and to specialists engaged in product development research, to ensure that the experimental designs proposed are properly implemented for the development of results that conform with the criteria imposed as conditions of marketing or use of veterinary drugs. Advice is provided to the Division Chief concerning misrepresentations of veterinary drugs.

Management Responsibility

2

There is a continuing responsibility for implementing administrative directives and procedures for conducting own work, disseminating reports and correspondence to superiors, colleagues, veterinary practitioners, drug manufacturers, research institutes and other agencies and making occasional visits to investigate drug manufacturing premises, research facilities, and field trial activities. Recommendations concerning the need, and financial and other resource commitments required for the conduct of field or laboratory investigations by independent agencies or institutes are considered for approval by the Division Chief. Submissions are reviewed in keeping with investigations and clinical trials conducted by drug manufacturers to ensure the timely and acceptable conclusion of the work.

Impact of Recommendations and Activities

4

Decisions, recommendations and results of the work contribute to the capacity of the Bureau for providing expert and timely advice concerning the many problems associated with the manufacture, investigation and use of veterinary drugs influence the decisions made by the Division Chief on the submissions of drug manufacturers seeking permission to produce and market drugs intended for veterinary use and improve the calibre of investigational work and submissions of drug manufacturers. The advisory and consultative service presents an avenue for exchange of specialized information associated with the scientific and clinical aspects of the work among colleagues in the Bureau, research institutes and regulatory agencies such as the Food and Drug Directorate Bureau of Operations, and contributes to the protection of animals, their owners and handlers, from the potential hazards resulting from administration of veterinary drugs, polypharmacy practices and misrepresentations through promotional advertising.

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 9

Level: 4

Descriptive Title: Chief, Control Programs, Animal Health Division

Reporting to the Associate Director, Disease Control:

Duties

% of Time

Plans, organizes and evaluates departmental programs for control of diseases that are reportable under the provisions of the Animal Disease and Protection Act as well as other diseases in order to maintain the marketability of Canadian livestock and minimize health risks to humans; interprets legislation, ensures that regulations are adequate and that procedure manuals are current; issues directives to regional veterinarians, prepares work plans and quarterly progress reports; coordinates multi-regional surveillance activities designed to determine the freedom of Canadian cattle from brucellosis and monitors trace back procedures that are implemented following the disclosure of tuberculosis symptoms during slaughtering; assesses the effectiveness of disease control programs in terms of objectives and goals achievement; recommends remedial action as required and determines compensation rates for animals destroyed in accordance with legislative provisions.

40

Assists in developing and implementing new or revised national policies and programs of animal disease prevention, control and eradication when an increase in the prevalence of any serious disease is detected; studies available literature and laboratory diagnostic techniques related to specific diseases to determine the feasibility of adapting the techniques to existing programs or establishing them in new programs; consults with officials and colleagues in other branches, other departments, provincial governments, the livestock industry and other interest groups concerning policy and program change requirements, their nature and scope, and the associated cost/benefit considerations.

25

Provides a consulting and advisory service to the Associate Director, Regional Officers, representatives of the livestock industry and others on animal disease prevention, control and eradication in Canada; interprets, explains and publicizes departmental policies and practices; counsels Regional Officers in the resolution of difficult and borderline cases; keeps the Associate Director informed of the latest developments in the disease prevention, control and eradication field and of the human and financial resources required to implement the revised and proposed programs reflecting those developments.

25

Performs other duties such as administering regulations pertaining to the feeding of edible waste products to swine and poultry; representing the Branch at meetings and conferences on animal diseases; preparing directives and correspondence for the signature of the Minister, Deputy Minister and senior officials, and assisting at field staff training seminars.

10

specifications

Kind of Assignments

4

The work of the Chief, Control Programs is conducted in accordance with directives from the Director which define the policies and objectives of the Division. The work requires enforcement of the Animal Disease and Protection Act where it applies to animal disease programs and ensuring that the regulations made under the Act are adequate to control and, in some instances, eradicate reportable or other selected diseases. At present, there are programs to control equine infectious anemia (EIA), anthrax, mange, scrapie and tuberculosis. Although not a reportable disease, there is a control program for Johne's disease. Surveillance procedures are in effect to monitor the freedom of Canadian cattle from brucellosis.

The Chief is responsible for recommending to the Associate Director the implementation of programs to identify and control serious animal diseases endemic in Canada and for making proposals regarding the enforcement of the Animal Disease and Protection Regulations as they apply to the feeding of waste food products to swine and poultry. There is also a responsibility for ensuring the equitability of maximum compensation rates for animals ordered destroyed under the Animal Disease and Protection Act.

Complexity of Work

4

In directing the Department's control and eradication programs for animal diseases, many problems arise. Some owners consider that they have been unfairly treated in the way testing is being carried out and in the amount of compensation they receive for slaughtered animals. The Chief obtains the relevant information and resolves the problems where possible. Because of different husbandry conditions in the various provinces of Canada, the uniformity of the programs is often altered unintentionally. The Chief must be able to identify these deviations and take corrective action.

The knowledge requirement encompasses the diversity of disease-causing agents - viral, bacterial, fungal, protozoan, parasitic as well as their modes of transmission.

The Chief, Control Programs briefs the Assistant Deputy Minister and others on the status of various animal diseases. It is necessary, therefore, to maintain up-to-date statistics and ensure that adequate statistical reporting systems are in place. The overall responsibility is to ensure that programs which have been developed to control animal diseases are implemented in a manner to achieve the required results which range from control to eradication of these diseases.

Professional Responsibility

4

There is responsibility for the interpretation of the Regulations made under the Animal Disease and Protection Act on behalf of the Associate Director, Disease Control with the objective of ensuring that Canada's livestock population remains in a healthy state by keeping endemic reportable and other diseases under control or by eradicating them if possible.

Degree

In order to develop appropriate programs, the duties require in-depth knowledge of the various diseases including a knowledge of livestock production, methods of diagnosing, preventing and controlling animal diseases and of planning, organizing and coordinating programs for the control of such diseases. This will require continuous study of the literature and attendance at national and international meetings wherever possible.

The Chief, Control Programs will be called upon to address federal, provincial and international government officials, universities, meetings of veterinarians, veterinary associations, livestock associations, agricultural associations and any meeting where members of the livestock industry and veterinarians convene. The Chief must be able to explain the policies, programs and other relevant information regarding the diseases that concern the Department.

Management Responsibility

2

There is responsibility to the Associate Director, Disease Control for seeing that the regulations and policies pertaining to program diseases are enforced and this will be achieved by issuances of directives and guidelines to the field veterinarians through Regional Veterinarians.

Training for District Office staff engaged in various control programs will be arranged through the Associate Director, Disease Control in consultation with the Training and Resource Management section of the Veterinary Inspection Directorate.

The Chief, Control Programs keeps the Associate Director, Disease Control informed about all aspects of the programs and is responsible for implementing any changes authorized by the Associate Director.

Impact of Recommendations and Activities

4

The activities, decisions and recommendations of the Chief, Control Programs contribute significantly to the improved effectiveness of programs for the control and eradication of animal diseases in Canada. The authority and operational responsibility of the Chief, Control Programs is directed towards the control and eradication of endemic, reportable and other diseases. The adequacy of the programs will be reflected in the progress toward control or eradication of the various diseases.

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 10

Level: 4

Descriptive Title: Regional Veterinarian, Meat Hygiene
Vancouver, B. C.

Reporting the Regional Veterinarian Director:

Duties

% of Time

Administers a regional program of veterinary services and meat hygiene inspection involving 8 red meat, 8 poultry, 23 processing and 59 storage establishments to ensure the provision of wholesome meat and meat products for domestic and international trade; defines goals, objectives and responsibilities of subordinate staff and provides them with direction concerning application of regulations, monitoring of operations, periodic investigation of physical and sanitation conditions, and standard practices in each registered establishment; provides information on changing trends in the meat food industry to meat hygiene and inspection staff at each establishment; reviews reports from staff; identifies and corrects problems concerning enforcement of the regulations and resolves disagreements between staff and industry representatives in cases of contraventions and infractions; assesses proposals for renovations to existing premises and construction of new establishments, providing assistance to architects and engineers in this regard and submitting recommendations to the Meat Hygiene Division at headquarters.

50

Forecasts staff requirements and allocates staff and budgetary resources (115 person years and \$240,000 non salary) in accordance with the needs of the meat hygiene program as indicated by the weekly location reports to provide and control inspection services at all operating registered establishments in the region; assesses the training needs of staff and selects candidates for on-the-job or formal training and for promotional competitions in accordance with their potential and their personal suitability; reviews work performance of immediate subordinates, provides for professional development of field staff and investigates cases where disciplinary action may be required.

20

Interprets regulations, explains the policies, procedures and practices of the meat hygiene program and provides a regional consultation service to resolve problems and contribute to understanding and cooperation between the Department, Consumers and Corporate Affairs, National Health and Welfare, provincial and municipal health authorities and the meat food industry; meets with Canadian and foreign trade delegations, professional and student groups, consumer and public health organizations, and arranges for their visits to registered establishments; explains to subordinates and industry representatives the regulations of foreign governments respecting the import and export of meat food products and the scope and impact of Canadian import/export regulations.

25

% of Time

Performs other duties such as taking action in emergency situations involving diagnosed incidences of animal contagious diseases or suspected cases of human food poisoning traceable to meat food sources.

5

Degree

Specifications

Kind of Assignments

4

The work of the Regional Veterinarian is conducted in accordance with directives from the Director, Meat Hygiene Division that define the policies and objectives of the Division, and within the authority delegated by the Regional Veterinary Director for planning and coordinating the implementation of the federal meat inspection system in a Region, forecasting human resource requirements and planning and implementing new policies and procedures, defining the responsibilities, delegating authority and providing direction to veterinary supervisors. The work also requires providing a consultative service concerning the meat inspection system and related problems and jurisdictions such as assisting the industry in developing plans for expansion to and improvement of their facilities within the scope and intent of the regulations and assisting officials of the road, air and rail transportation and storage companies in identifying problems and developing plans for improvements to their operations, as well as investigating and resolving problems affecting meat inspection operations.

Complexity of Work

4

Problems affecting the Regional meat inspection system are investigated and defined by the area supervisors in reports and during discussions with the incumbent. Examples include the difficulty of controlling shipments of meats between registered establishments and the illicit transshipment of no inspected meat and meat products; the confrontation with foreign producers and import agents resulting from the detention at registered storages of large quantities of improperly marked imported meats.

Discussions are held with such persons as superiors and colleagues in other regions and headquarters, poultry growers, plant managers, transportation and storage officials, brokers, agents, municipal and provincial health and meat inspection officials, architects, engineers and, on occasion, lawyers seeking interpretations of the Regulations applicable to the meat food industry or public eating establishments, foreign trade delegations and representatives of the Packinghouse Council to identify and study the problems, provide advice and promote an understanding and co-operation among the persons responsible for the effective operation of the meat food industry, distribution and marketing of the products and enforcement of the regulations. Commitments are negotiated with the representatives of the industries for the correction of deficiencies in their operations and for the structural and facility changes necessary to satisfy the requirements of the regulations.

The work requires a thorough knowledge of veterinary gross-pathology; the accepted principles, practices and materials used in the design and construction of packinghouses, storages and meat processing establishments, and food science including the hygiene, sanitation, operational practices and permissible ingredients for processed meat

Degree

products, in accordance with the list of approved packinghouse materials maintained in the applicable sections of the Food and Drugs Regulations. A good knowledge of the regulations controlling the importing and exporting of meat and meat products between Canada and foreign countries, and a comprehensive understanding and capacity to deal effectively with situations that sometimes involve delicate diplomatic situations is also required.

Professional Responsibility

4

The Regional Veterinarian is responsible for assessing the effectiveness and capability of the meat inspection system to adapt to the needs of the expanding industry, forecasting the extent to which new establishments can be brought into the federal meat inspection system, and proposing the annual and long range goals and objectives for the Meat Hygiene Division program in the Region.

Instructions and guidelines are written for subordinate staff to effect uniformity in the application of the regulations and operational aspects of the meat hygiene system in the Region.

The effectiveness of the inspection system is monitored through the reports of the area supervisors and veterinarians-in-charge at registered establishments. The Regional Veterinarian provides administrative guidance, decisions and approval of the recommendation of subordinates on problems whose recommended solutions affect activities outside the jurisdiction of the meat, meat product and import-export inspection operations for which the Regional Veterinarian is responsible.

The work performance of the area supervisors is appraised by the Regional Veterinarian; the demonstrated competence, personal suitability, potential and professional development of the field inspection staff are assessed for training and promotional considerations. Advice is provided concerning the various regulations, the meat inspection system and the implications of problems affecting the industry and enforcement of the regulations.

Management Responsibility

5

The Regional Veterinarian is responsible to the Regional Veterinary Director for controlling and administering the work of 115 regional staff and budget; planning and recommending the allocation of positions and personnel to ensure the provision of adequate inspection services at all registered establishments(8 red meat, 8 poultry, 23 processing and 59 storage establishments) checking and certifying the expense and overtime claims of subordinate inspection staff and the amounts recoverable from the industry in payment for overtime inspection services rendered; and selecting candidates for training and recommending them for employment and promotion. Correspondence, reports and other documents concerning the meat inspection system in the Region are checked for correct technical and language content. The format for the activity and inspection reports of subordinate staff are devised and altered as new approaches are tested in relation to the proficiency of the reporting system.

Impact of Recommendation and Activities

The activities, decisions and recommendations of the regional Veterinarian contribute substantially to the effectiveness of the meat inspection systems in the region , to the correction of deficiencies and introduction of innovative ideas in the structural design and the hygienic and operational practices in slaughtering and meat food processing establishment, to the resolution of problems affecting the domestic processing , road, air and rail transporting, storing, marketing, exporting and importing of meat and meat products within the jurisdiction of the systems, and to the improved understanding and cooperation of other agencies and individuals agencies and individuals whose activities and jurisdiction interrelate with the enforcement of the meat inspection regulations. The authority and operational responsibility of the regional veterinarian is directed towards the prevention of diseased , condemned, wholesome or improperly labelled meat and meat products reaching provincial, national and international markets.

11.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 11

Level: 5

Description Title: Associate Director, Scientific and technical programs
Meat hygien Division, food inspection Directorate

Reporting to the director, Meat hygiene Division

Duties

% of time

Plans, organizes, directs and controls the scientific and technical activities of the meat hygiene program, including the formulation of National emergency contingency and long range operational plans to meet the requirements of meat inspections services and afford protection to consumers. Determines technological needs, assesses current practices , conducts feasibility studies of proposed new or revised policies and procedures, collaborates with associates in program and policy development, sets goals and priorities and establishes working relationship between related agencies. Provides functional guidance to regional veterinary Directors through directives, advice, policy interpretation and guidelines, and liaises between the Department and national, international and provincial authorities on issues of mutual concerns. Develops and implements technological audit, quality control and management review programs. Revises policies, plans and procedures in response to audit and review reports, proposals and recommendation.

45

Oversees the operation of specialty units administering sub-program related to meat safety, plants, equipment and chemical evaluation, food science, residue analysis and epidemiology established to meet the requirements of the meat inspections act and regulations, and the food and drug regulations. Directs developments and application of requisite specific policies, directives and procedures to provide for efficient and effective enforcement of the legislation and sets goals for inspections and investigations. Allocates program resources, coordinates responsibilities of the various elements , directs and provides functional advice and guidance to the field. Assesses the work performance of immediate subordinates and arranges for the professional development and training of assigned staff.

25

Conducts a program of evaluation to assess the effectiveness of policies and procedures, and monitors field operations to determine national technological and scientific support needs. Analyses the impact of operational, technical and legislative changes in respect to financial and administrative requirements, and evaluates technological practices, trends and developments in the meat hygiene field to assess their impact on the division's activities. Establishes alternative courses of action to maximize utilization of resources and achievement of operational goals in the light of changing circumstances and advises the Director, Meat hygiene of such courses as well as of other matters pertaining to the effectiveness of technological and scientific activities and programs.

20

% of Time

10

Performs other duties such as representing the Meat Hygiene Division at national and international meetings with representatives of the meat industry, other departments, provincial governments and the general public; providing recommendations to the Director, Meat Hygiene and to specialists involved in the developmental and regulatory aspects of meat hygiene; drafting letters for the signature of the Minister and Deputy Minister, addressing national and international audiences on meat hygiene topics, and acting as an official spokesperson with respect to matters of food safety.

Degree

Specifications

5

Kind of Assignments

The work is conducted within the intent of the Meat Inspection Act and Regulations and the Food and Drugs Regulations and is governed by budgetary considerations and instructions from the Director, Meat Hygiene Division. It requires planning and administering the scientific and technical activities component of the Meat Hygiene Program; coordinating these activities nationally through seven Regional Veterinary Directors and five program chiefs; establishing objectives, goals and priorities; assessing the effectiveness and efficiency of current policies and practices, and conducting feasibility studies of proposed new or revised policies and programs. The work also requires overseeing the operations of five specialty units and directing the development and application of specific policies, procedures and directives to provide for the administration of legislation pertaining to the different specialties. In addition, there is a responsibility for evaluating the associated technological practices in the light of new trends and developments.

Other responsibilities delegated to the position include developing, recommending and implementing national emergency contingency plans to deal with crises of a meat hygiene nature and representing the Meat Hygiene Division at national and international meetings with officials of the meat industry, other departments, provincial governments and the general public at which scientific and technical aspects of meat hygiene are discussed and negotiated.

5

Complexity of Work

The extent and detail of legislation governing meat hygiene standards imposes demanding requirements for technological and scientific approaches to the administration of the meat hygiene program. National dispersion of the meat food industry and its scope dictates a need for extensive monitoring and coordination to maintain uniform, effective and up-to-date procedures and practices in meeting legislative requirements. Five related but distinct sub-programs such as meat safety and food science are administered and coordinated, reflecting a high degree of complexity in the work.

The duties require representing the Division at scientific meetings on national and international levels to discuss and negotiate meat hygiene matters with officials of other departments, other governments, industry and the general public. Conflicting interests are prevalent. There is an ongoing requirement to participate in senior policy and planning conferences.

Degree

The work requires the monitoring and reviewing of *policy* application and the revising of practices and techniques in response to identified needs, changing circumstances and new legislation. This necessitates a thorough knowledge of veterinary medicine, particularly as it applies to meat hygiene in such subject areas as food science, meat safety, residue analysis, plants, equipment and chemical evaluation, and epidemiology.

Professional Responsibility

5

The duties of the position entail responsibility for developing and implementing scientific and technical programs which form a significant portion of the division's overall meat hygiene program. Objectives are defined and professional judgment is exercised in assessing program effectiveness. The work is prescribed by a division director holding professional qualifications and is governed by legislation, but delegation of authority provides a large measure of autonomy in making decisions involving scientific and technical specialties. Technological needs in relation to operational requirements are determined by analyzing and evaluating existing programs against technological and scientific changes. Reports, recommendations and proposals of professional associates and subordinates, including biologists and chemists, are evaluated in terms of effect on technological practices and feasibility.

Authoritative advice on meat inspection and related technological practices is provided to other specialists.

Management Responsibility

4

The Associate Director, Scientific and Technical Programs is responsible for managing and controlling the work of 5 professional staff, and for providing functional direction to Regional Veterinary Directors by issuing instructions, advice and guidance on the interpretation and application of operational policies and procedures. Studies and reviews of field and headquarters operational requirements are conducted to determine the scientific and technological resources needed to meet objectives and accommodate new and expanding concepts. Meat Hygiene program resources are allocated and controlled, and changes to resources are recommended to the Director. A comprehensive evaluation program to assess the effectiveness of current practices, procedures and techniques is conducted. The work requires coordinating the differing activities of five subordinate specialty units and the Associate Director develops administrative directives and guidelines concerning procedures and technical methodology to meet federal and divisional objectives of health protection for human and livestock populations.

Impact of Recommendations and Activities

5

The decisions and recommendations of the Associate Director have a substantial impact on the effectiveness with which the Department administers a national meat hygiene program. Recommendations to establish or change policy are made during attendance at top-level planning meetings where programs are formulated. Developing, recommending and implementing contingency plans for national emergencies and crises concerning meat hygiene involve not only the Department but related federal provincial agencies as well

as sectors of the meat industry. Identification of unsatisfactory compliance practices and procedures result in corrective action recommendations to the Director that may have industry-wide ramifications. The Assistant Director attends scientific meetings of national scope with the industry, provincial governments, other federal departments such as Health and Welfare and the general public at which differences of interest are encountered and negotiated. Programs administered have the objective of maintaining meat hygiene standards that protect public health and the work includes developing new concepts and procedures to support and improve those standards.