



## CLASSIFICATION STANDARD

**Office equipment**

**administrative support category**

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This Standard supersedes:

- (a) Classification Standard, Office Equipment Group,  
Administrative Support Category, dated March, 1967;
- (b) Selection Standards, Administrative Support  
Category, Office Equipment Group, Public Service  
Commission of Canada, dated September 1970.

PREFACE

This standard describes the plans to be used in evaluating and classifying positions in the Office Equipment Group, and in selecting personnel for appointment to them.

The evaluation and classification plan provides a level determinant method for establishing the relative value of positions in the five sub-groups of the Office Equipment Group. The Selection Plan describes the methods to be used for determining the qualifications required of candidates and assessing the extent to which they possess them. Bench-mark position descriptions are provided which serve both as a reference for position evaluation and for selection.

This standard is designed for use by classification officers, staffing officers and line managers who are involved in the classification and staffing of Office Equipment Group positions.

It is the responsibility of the line manager to determine and describe the duties and responsibilities of a position and the qualifications required of its incumbent. During the process the personnel officer will provide advice and assistance to the line manager as required.

Subsequent to the development of a position description it will be the responsibility of the personnel officers to effectively discharge legislative and delegated authority in classifying or staffing the position. Wherever feasible the line manager should actively participate in the classification and staffing process.

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Occupational categories were repealed by the Public Service Reform Act (PSRA), effective April 1, 1993.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.

PART I

## Position Evaluation &amp; Classification Plan INTRODUCTION

The Office Equipment Group is comprised of five sub-groups, Bookkeeping-Equipment Operator, Calculating-Equipment Operator, Duplicating-Equipment Operator, Mailing-Service-Equipment Operator and Microphotography-Equipment Operator.

All methods of job evaluation require the exercise of judgment and the orderly collection and analysis of information in order that consistent judgments can be made. Rational discussion and resolution of differences in the judgments made in determining the relative worth of jobs requires that the rater have a thorough knowledge of the jobs being evaluated. This standard provides the criteria by which judgments are to be made in allocating positions to the Office Equipment Group and to Sub-groups and in assigning positions to levels.

Occupational Sub-groups

The occupational group includes positions requiring the performance of significantly different duties and different qualifications. In recognition of these differences five sub-groups have been established and classification criteria provided for determining the levels of positions within each of these subgroups.

Use of the Standard

The following steps are to be taken in applying this classification standard:

1. The position description is studied to ensure understanding of the duties and responsibilities of the position. The relation of the position being evaluated to other positions above and below it in the organization is also studied.
2. Allocation of the position to the Category, Group and sub-group is confirmed by reference to the definitions and descriptions of inclusions and exclusions.
3. Criteria, in the form of level determinants, are provided to distinguish the nature and complexity of work performed at each level within the sub-groups. Each determinant includes an introductory statement. Unless otherwise specified by the introductory statement the level assigned to a position should be the one with determinants which best correspond on the whole with the duties and responsibilities of the position.
4. The descriptions of bench-mark positions illustrating the level selected are compared with the description of the position being evaluated as a check on the validity of the level selected.

Bench-mark Positions

The bench-mark position descriptions included in this classification standard for each sub-group are an integral part of the evaluation plan and are to be used to confirm evaluations of positions and to ensure consistency in applying the classification standard.

A statement titled, Distinguishing Features, is included with each benchmark description to identify the duties and responsibilities which correspond to the determinants for the level to which the position has been assigned.



SUB-GROUP DEFINITION AND LEVEL DETERMINANTSSub-group Definition: BOOKKEEPING-EQUIPMENT OPERATOR (BEO)

The primary duties of positions in this sub-group are to operate one or more types of keyboard bookkeeping machines. A number of clerical duties, such as sorting and filing documents, or typing headings on ledger cards, may be performed as minor functions.

Level Determinants - 1

Under supervision work requires:

- the operation of a bookkeeping machine and a knowledge of office methods and procedures,
- posting from source documents that are normally of one type or closely similar types and which in most instances are previously checked and coded, such documents may include a variety of accounts or items,
- familiarity with the subject matter in order to recognize inconsistencies, - the use of a small number of machine registers, - correction of posting errors by checking entries against items in the source documents, and may require
- showing other employees how to perform specific tasks.

Level Determinants - 2

Under general supervision work requires:

- the operation of a bookkeeping machine, a good knowledge of office methods and procedures, and familiarity with the operations of the work group,
- posting from source documents that are numerous and varied, and require the selection of the appropriate data for entry; the source documents are usually unchecked and encoded, and normally include a large number and variety of accounts; understanding the subject matter is required in order to recognize and reconcile apparent inconsistencies,
- the use of a relatively large number of machine registers,
- correction of posting errors by the use of methods, such as trial balance or balancing to a central figure, and may require
- instructing other operators on machine operations, and assigning and checking work.

SUB-GROUP DEFINITION AND LEVEL DETERMINANTS

Sub-group Definition: CALCULATING-EQUIPMENT OPERATOR (CEO)

The primary duties of positions in this sub-group are to make computations by use of keyboard calculating machines. A number of clerical duties, such as sorting and checking documents, may be performed.

Level Determinants - 1

Under supervision, work requires:

- the operation of calculating machines, such as comptometer, electronic and other calculators and a knowledge of office methods and procedures;
- the computation or verification of numerical quantities that normally consist of single accumulations or series of two- or three- step calculations, and involves two- or three arithmetical processes performed according to established procedures, and may require
- showing other employees how to perform specific tasks.

Level Determinants - 2

Under general supervision, work requires:

- the operation of calculating machines, such as comptometer, electronic and other calculators, a good knowledge of office methods and procedures, and familiarity with the operations of the work group;
- the computation or verification of numerical quantities that normally consist of complex multiple-step calculations, and extensive use of short-cut methods and techniques such as reciprocals;
- the calculation of averages, ratios, interest, percentages involving the use of algebraic, statistical or other formulae; and may require
- instructing other operators on machine operations and assigning and checking work.

Level Determinants - 3

Under general supervision, work requires:

- the operation of multistep, electronic, programmable calculating machines,
- the appraisal of data on a wide variety of source documents and secondary or intermediate compilation sheets or computer tabulations, through arithmetic calculations and examination of cell inter-relationships, to identify unacceptable or questionable data, to recognize inconsistencies and anomalies, and to make corrections based on agreed guidelines or procedures,

- the development of programs for use in programmable electronic-desk calculators to maximize operator productivity in complex computational applications, and may require
- instructing other operators on machine operations and assigning and checking work.

Notes to Raters

A 'Programmable Calculator' is one that has the facility to record, store and utilize programs of arithmetical sequence.

SUB-GROUP DEFINITION AND LEVEL DETERMINANTS

Sub-group Definition: DUPLICATING-EQUIPMENT OPERATOR (DEO)

The primary duties of positions in this sub-group are to operate one or more types of direct, offset, photographic-process and other copying machines for reproduction of copy, keep record of paper usage and other supplies, and to carry out maintenance as required. A number of clerical duties, such as sorting and filing documents or preparing mail, may be performed as minor functions.

Level Determinants - 1

Under supervision work requires:

- the operation of copying and duplicating equipment and knowledge of office methods and procedures,
- some adjustments and maintenance to equipment that are usually straightforward and require little judgment,
- conformance with detailed work instructions and established priorities and deadlines,
- recording usage of paper and other materials and the requisitioning of supplies, and
- showing other employees how to perform specific tasks.

Level Determinants - 2

Under general supervision work requires:

- the operation of copying and duplicating equipment and a good knowledge of office methods and procedures,
- the operation of reader printers to reproduce copy from microfilm,
- adjustment and maintenance of equipment requiring care and precision to suit varying conditions such as the size and clarity of source material, - adaptation of procedures for varying conditions such as light and sensitivity of paper, and condition and type of original documents, - judgment in organizing priorities and work schedules to meet deadlines,
- recording usage of paper and other materials and the requisitioning of supplies, and
- the occasional supervision of other employees.

Level Determinants - 3

Under general supervision work requires one Or more of the following duties:

- the operation of a multilith offset press and associated equipment, in a non-printing shop environment, that does not require formal apprenticeship training,
- the operation of Photostat copy cameras and processing equipment.

SUB-GROUP DEFINITION AND LEVEL DETERMINANTS Sub-

group Definition: MAILING-SERVICE-EQUIPMENT OPERATOR (MSE)

The primary duties of positions in this sub-group are to operate **OR** set up and operate one or more types of machines used in the processing of printed material received for internal distribution or prepared for onward transmission.

Mailing Service equipment includes machines required for, plate embossing, heat transfer, addressing, inserting, folding, collating, cheque writing and addressing, counting, bursting, slitting, trimming and such other machines that are used in a volume mailing service operation.

A number of secondary duties such as sorting mail, registering documents, tabbing, filing and checking addressograph plates may also be assigned to positions in this sub-group.

NOTE: The term Mailing-Service is applied to this sub-group because it is descriptive of the functions performed and of the departmental units that provide them. It is not meant to apply exclusively to the processing of printed material received from or transmitted by the postal service.

Level Determinant - 1

Under supervision the work requires:

- operating and making minor adjustments to one or more machines employed in a mailing service unit, and
- occasionally showing other employees how to perform specific tasks.

Level Determinant - 2

Under general supervision work requires:

- the operation of plate embossing, addressing and other equipment related to the issue of cheques,
- the set up and adjustment of equipment to ensure the proper transfer of data to cheque forms,
- the monitoring of equipment by scanning and controlling the flow of cheques to ensure security of issue and balance with accounting control. OR
- the setting up, operation and adjustment of a multi-station machine or a variety of machines that operate sequentially or simultaneously,
- the monitoring of equipment in operation to ensure that material is processed in accordance with standards of quality and production,
- a good knowledge of office methods and procedures, and understanding of the operation conducted by associated work groups and may require the supervision of lower level employees assisting in the operation of the equipment.

SUB-GROUP DEFINITION AND LEVEL DETERMINANTS Sub-

group Definition: MICROPHOTOGRAPHY-EQUIPMENT OPERATOR (MEO)

The primary duties of positions in this sub-group are to operate or supervise the operation of micro photographic equipment used to reproduce and process information to microfilm. Such duties include the operation of micro photographic cameras, film processors, reproducers, precision enlargers and film inspection equipment as well as the splicing, cutting, indexing, mounting and recording of microfilm.

Level Determinant - 1

Under supervision the work requires:

- the hand-mounting of aperture cards and microfiche to specified formats and accepted standards,
- reproduction of aperture cards and microfiche to specified standards,
- the inspection of microfilm to ensure conformity with quality standards through the operation of reader printers, other equipment or instruments required for this purpose,
- the handling and splicing of microfilm and the loading and removal of film from microform carriers,
- the operation of a semi-automatic and/or hand fed rotary or other type desk camera with fixed density control, and
- making tests as required to determine optimum exposure of film and mechanical fitness of the camera.

Level Determinant - 2

Under supervision the work requires the performance of one of the following duties:

- the operation of a flat bed camera for the production of micro photographic copy to various reduction ratios in accordance with oral or written instructions, and may, as a secondary duty operate a semiautomatic film processor,
- the operation of a light sensitive dye (DIAZO), or a vesicular process (XIDEX) microfilm roll reproducer to reproduce film ensuring standard density, resolution and contrast are achieved and maintained over an entire reel of microfilm.

Level Determinant - 3

Positions are to be assigned to this level where the primary duty is described in one or more of the following statements:

- the operation of a precision microfilm camera in the reduction and

- photographing of engineering drawings and maps onto microfilm to Canadian Government Specification Board (CGSB) specifications,
- the operation of silver halide microfilm reproducer to reproduce film in a darkroom environment to ensure standard density, resolution and contrast are achieved and maintained over an entire reel of microfilm even though variances occur on original rolls of microfilm,
  - the operation of a semi-automatic or other silver halide microfilm processor including testing for film quality and chemical life,
  - the supervision of positions classified at levels MEO 1 or MEO 2.

Level Determinant - 4

Positions are to be assigned to this level where the primary duties are those described in one or both of the following statements:

- the operation of a precision microfilm enlarger - preparing chemical formula and developing Mylar film enlargements near the original drawing size,--

┌ the supervision of a microphotography unit which includes one or more positions

classified at level MEO 3. Level Determinant - 5

Positions are to be assigned to this level where the primary duties and responsibilities are those described in the following statements:

- the work requires the supervision of a microfilm unit that includes one or more positions classified at level MEO 4,
- the work requires a comprehensive knowledge of microphotography and of technical developments within this field in order to organize and conduct micro photographic programs, resolve operational problems and to improve or update methods and techniques, and
- the work includes the training and appraisal of micro photographers, requisitioning and accounting for materials and supplies and advising customers on the nature and costs of services provided by the microfilm unit.



## PART 2

SELECTION PLAN

## INTRODUCTION

This part of the combined standard describes the plan to be used in determining the qualifications required of persons to perform the duties and responsibilities of positions in this Group.

The Public Service Employment Regulations require that a Statement of Qualifications be prepared for each position to which an appointment is to be made. Each Statement of Qualifications is to specify and differentiate between the qualifications that are essential and the qualifications that are desirable, if any, for the performance of the duties and responsibilities of a position.

Qualifications refer to any training, ability, knowledge, accomplishment or personal attribute that is essential or desirable for performance of the duties and responsibilities of a position.

As qualifications vary with the job content requirements of individual positions they must be identified for each position for which staffing action is intended. They are to be based on the duties and responsibilities of the position concerned and expressed in the form of a Statement of Qualifications. These qualifications then become the criteria against which selections are made for that staffing action.

The following pages contain an explanation of the component parts of Statements of Qualifications, a description of qualifications for positions in this Group, and a description of the methods to be used in assessing the qualifications of candidates for these positions. Examples of Statements of Qualifications for positions in this Group based on Bench Mark Position Descriptions are presented in Part 3 of this Standard.

## COMPONENTS OF STATEMENTS OF QUALIFICATIONS

Statements of Qualifications consist of three components:

BASIC REQUIREMENTS - This component provides for the inclusion of those essential qualifications that are used for initial screening purposes. Applicants must meet the Basic Requirements before consideration can be given to their other qualifications. Since Basic Requirements are minimum criteria they are not rated as part of the assessment and ranking process. Basic Requirements include the following Selection Factors:

- Education;
- Occupational Certification;
- Achievement, Skills or Aptitudes;
- Language Requirement; and
- Experience.

ESSENTIAL QUALIFICATIONS - This component provides for the inclusion of those qualifications which are used for the secondary screening, assessment, and ranking of candidates who have met the Basic Requirements. Essential Qualifications include the following Selection Factors:

- Knowledge;
- Abilities; and
- Personal Suitability.

DESIRABLE QUALIFICATIONS - This component provides for the inclusion of qualifications which, although not essential, may further contribute to or enhance a candidate's performance of the duties and responsibilities of a position. These qualifications are rated as part of the assessment and ranking of individuals who have met all the essential qualifications for a position.

Two of the components, Basic Requirements and Essential Qualifications, consist of eight Selection Factors which provide the structure for organizing individual qualifications. The Selection Factors are defined as follows:

#### BASIC REQUIREMENTS

Education - (a) Refers to a background in academic, vocational or technical studies and training which is recognized through the actual or imminent conferring of a degree, diploma, certificate or other official document by an approved educational institution or agency.

(b) An alternative, when specified, may be acceptable performance on tests prescribed by the Public Service Commission.

Occupational Certification - Refers to the possession of or eligibility for occupational credentials in the form of a license, certificate, registration, letter, papers or other documents which constitute official recognition of occupational competence.

Achievement, Skills or Aptitudes - Refers to achievement, skills or aptitudes which are basic to performance of the duties and responsibilities of a position.

Language Requirement - Refers to the need for a knowledge of either the English language, or the French language, or both in relation to performance of the duties and responsibilities of a position.

Experience - Refers to actual participation or practice in activities related to the duties and responsibilities of a position. It means the acquisition or exercise of knowledge or abilities in vocational or a vocational circumstances, including voluntary work; and it is conditioned by the achievement realized during its acquisition and by the environment in which it is gained.

NOTE: Pre-employment medical examination requirements are to be in accordance with Appendix 13 of the Staffing Manual, and are not to be included in the Statement of Qualifications.

#### ESSENTIAL QUALIFICATIONS

Knowledge - Refers to information concerning facts, theories, systems, practices, regulations and other subject-matter relevant to the performance of the duties and responsibilities of a position.

Abilities - Refers to competence in the use of tools, materials, and equipment, or the application of methods, systems, techniques, practices, policies, regulations and other subject-matter relevant to the performance of the duties and responsibilities of a position.

Personal Suitability - Refers to personal traits or characteristics which condition the utilization of knowledge and abilities in performance of the duties and responsibilities of a position.

#### DESIRABLE QUALIFICATIONS

The third component, Desirable Qualifications, provides for the inclusion of non-essential qualifications. Desirables should be used sparingly, if at all. When they are used, they are expressed as individual qualifications independent of Selection Factor headings as shown in the examples of Statements of Qualifications contained in this Standard. Any qualifications may be used as desirables except official language qualifications, which are treated as Basic Requirements only.

QUALIFICATIONS - OFFICE EQUIPMENT GROUP

Qualifications applicable to positions in the Office Equipment Group are as follows:

BASIC REQUIREMENTS

Education

This Factor is applicable to all positions in this Group.

Based on the duties and responsibilities of the position, include in the Statement of Qualifications a description of the Education considered necessary.

The minimum educational qualification for the Office Equipment Group is:

- Completion of grade ten or achievement of a satisfactory score on PSC Examination 1.

NOTE: Possession of the "completion of grade ten" qualification is normally to be determined on the basis of information provided on applications or in personal inventories. Further evidence, if required, may be found in documents such as a school leaving certificate or an official school report card.

Language Requirement

This Factor is applicable to all positions in this Group.

From the qualifications listed below, determine which one is applicable to the position to be staffed.

- A knowledge of the English language is essential for this position.
- A knowledge of the French language is essential for this position.
- A knowledge of either the English language or the French language is essential for this position.
- A knowledge of both the English language and the French language is essential for this position.

Achievement, Skills or Aptitudes

This Factor is applicable to all positions in this Group.

Based on the duties and responsibilities of the position, include in the Statement of Qualifications a description of the Achievement, Skills or Aptitudes considered necessary.

OPERATORS:

For positions requiring experienced office equipment operators, there is a basic equipment operation skill requirement. Following are examples of experienced operator qualifications:

eg. "Skill in operating manual and electronic multi-step calculating machines."

eg. "Skill in operating a precision microfilm camera and semi-automatic film processor."

NOTE: Possession of such qualifications is normally determined on the basis of appropriate tests on relevant office equipment.

TRAINEES:

For positions used for trainees, there is no basic equipment operation skill requirement. Trainees require the capacity to develop operating skill during on-job training. Following are examples of trainee qualifications:

eg. "Capacity to learn to operate a calculating machine."

eg. "Capacity to learn to operate a microfilm mounted and a rotary camera."

NOTE: Possession of such trainee qualifications may be determined on the basis of appropriate tests including the PSC Typing Test at a speed of at least 25 wpm with not more than a 3 per cent error rate.

Experience

This Factor is normally restricted to positions in this Group in which supervisory experience is a requirement for satisfactory performance of the duties and responsibilities concerned; not all positions involving supervisory duties will require it. For those positions where there is a requirement for experience in the operation of office equipment, it is to be expressed as a skill requirement. under Achievement, Skills or Aptitudes.

Based on the duties and responsibilities of the position, include in the Statement of Qualifications a description of the Experience considered necessary. Following is an example description of an Experience qualification:

"Experience - Experience in the supervision of a microfilm unit."

ESSENTIAL QUALIFICATIONS

Knowledge

This Factor is applicable to most positions in this Group. It may not be applicable in staffing positions for trainees.

Based on the duties and responsibilities of the position, include in the Statement of Qualifications a description of the Knowledge considered necessary. Following is an example of a Knowledge qualification:

"Knowledge - Knowledge of types of sensitized copy paper."

Abilities

This Factor is applicable to most positions in this Group. It may not be applicable in staffing positions for trainees.

Based on the duties and responsibilities of the position, include in the Statement of Qualifications a description of the Abilities considered necessary. Following is an example of an Abilities qualification:

"Abilities - Ability to compile statistics from surveys and a variety of schedules." Personal Suitability

This Factor is applicable to all positions in this Group.

Based on the duties and responsibilities of the position, include in the Statement of Qualifications a description of the Personal Suitability considered necessary. Following is an example description of a Personal Suitability qualification:

"Personal Suitability - Alertness, perseverance and thoroughness."

DESIRABLE QUALIFICATIONS

Based on the duties and responsibilities of the position, include in the Statement of Qualifications a description of those qualifications considered desirable, if any. Following is an example description of a Desirable Qualification:

- "Experience in developing operating programs."

NOTE: Any qualification other than official language requirements, could be used as a Desirable Qualification. However, it is emphasized that Desirable Qualifications should be used sparingly, if at all.

PREPARATION OF A STATEMENT OF QUALIFICATIONS

The steps involved in preparing a Statement of Qualifications are as follows:

1. Gain a thorough understanding of the duties and responsibilities for the position to be staffed.
2. Review the Selection Plan carefully.
3. Examine the examples of Statements of Qualifications presented in Part 3 of this Standard in order to become familiar with the format and sorts of qualifications required for positions in this Group.
4. Based on the duties and responsibilities of the position, describe the qualifications required for the position under the appropriate Component and Selection Factor headings.

NOTE: The examples of Statements of Qualifications provided in this Standard are for illustrative purposes only. It is not necessary, therefore, to adhere to the qualifications specified in the examples when staffing the bench mark positions or positions of a similar nature.

In determining which qualifications are to be included in the Statement of Qualifications, the prime considerations are:

- (a) their relevancy to the duties and responsibilities of the position;
- (b) their assess ability for selection purposes; and (c) their value in differentiating between candidates.

In arranging qualifications within each Selection Factor, they should be laid out in a style and in patterns that:

- (a) combine closely-related qualifications;
- (b) obviate unnecessary duplication and verbiage;
- (c) emphasize salient features; and
- (d) facilitate assessment and selection.

The completed Statement of Qualifications specifies the qualifications for staffing the position, and the contents may be used as a basis for:

Office Equipment

- (a) advertising notices;
- (b) initial screening of applicants;
- (c) developing a selection rating guide; and
  
- (d) secondary screening, assessing, and ranking of candidates. RATING

GUIDE

In assessing the qualifications of candidates for a position, a narrative or numerical rating plan may be used.

Following is an illustration of a format for a selection rating guide using qualifications contained in the Example of a Statement of Qualifications for BMPD No. 9. Basic Requirements are not included in the rating guide since, as minimum criteria, they will have been taken into account during the initial screening to determine which applicants were qualified for further consideration. The secondary screening, assessment, and ranking of the remaining candidates is accomplished through rating them on the Essential Qualifications, and the Desirable Qualifications, if any, that are specified in the Statement of Qualifications for the position being staffed.

Suggested Format

A. ESSENTIAL QUALIFICATIONS	ALLOTTED	PASS	MAXIMUM
	RATING	RATING	RATING

Knowledge Factor

Knowledge of

- 1. Departmental source documents, schedules and compilation sheets.

Total Knowledge Factor Rating

Abilities Factor

Ability to:

- 1. Conduct parallel testing to crosscheck program effectiveness.



ALLOTTED RATING	PASS RATING	MAXIMUM RATING
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2. Interpret mathematical formulae and to identify anomalies or inconsistencies in the data.

Total Abilities Factor Rating

Personal Suitability Factor

1. Alertness, persistence and thoroughness.
2. Tact in discussing inconsistencies and unacceptable or questionable data with subject matter officers.

Total Personal Suitability Factor Rating

Total Essential Qualifications Rating

B. DESIRABLE QUALIFICATIONS

Experience in:

1. Developing operating programs.

N/A

Total Desirable Qualifications Rating

Rating for:

Essential Qualifications

Desirable Qualifications

COMBINED RATING

COMMENTS

## RATING INSTRUCTIONS - ESSENTIAL AND DESIRABLE QUALIFICATIONS

The relative importance of Selection Factors and Qualifications related to the duties and responsibilities of the position being staffed is determined by those administering the selection process. The weightings which may be applied to Selection Factors and Qualifications in the case of a numerical rating plan, and the differences in emphasis which may be assigned to Selection Factors and Qualifications when a narrative rating plan is used must be applied consistently throughout the assessment process.

In assessing Essential Qualifications candidates must achieve an overall pass rating on the aggregate of Qualifications contained within each Selection Factor. Where a numerical rating plan is used candidates must achieve a pass mark of at least sixty per cent on each applicable Selection Factor. In the case of a narrative rating plan candidates must meet at least the minimum degree of Qualifications required for each applicable Selection Factor. Candidates who fail to gain an overall pass rating on each applicable Selection Factor are eliminated from further consideration.

Once candidates have met the requirements for Essential Qualifications, any credit given for Desirable Qualifications specified in the Statement of Qualifications is to be added to the ratings for Essential Qualifications to reach a composite assessment. As credit given for Desirable Qualifications has an effect on the ranking of individuals, Desirable Qualifications must be assessed, therefore, with the same care and consistency as that given to Essential Qualifications. The total maximum marks allowed for Desirable Qualifications must not exceed ten per cent of the total maximum marks allowed for Essential Qualifications. This percentage may also serve as a guide in establishing the degree of emphasis that may be given to Desirable Qualifications when a narrative rating plan is used.

PART 3  
BENCH-MARK POSITION DESCRIPTIONS

AND  
STATEMENTS OF QUALIFICATIONS

INTRODUCTION

Bench-Mark Position Descriptions describe actual positions allocated to the Office Equipment Group, but because they serve to confirm evaluations of positions and to ensure consistency in the application of the Classification Standards their value for that purpose continues even when the described positions undergo changes.

The contents of Bench-Mark Position Descriptions incorporate the "Distinguishing Features" by which classification levels are assigned within the five sub-groups as well as the information used as a basis for the development of Statements of Qualifications for the selection of people to fill those positions.

Examples of Statements of Qualifications are intended to illustrate the selection factors and qualifications provided for in the selection plan, which are relevant to staffing Bench-Mark Positions. When a Bench-Mark Position is to be staffed, the example of a Statement of Qualifications provided for that Bench-Mark Position may be used as shown, or modified to reflect current requirements. For other positions, a suitable Statement of Qualifications must be prepared.

BENCH-MARK POSITION DESCRIPTION INDEX

Sub-group	Descriptive Title	Bench-mark Position No.	Level	Page
Bookkeeping-equipment Operator	Financial Encumbrance Posting-machine Operator	1	1	37
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	Posting-machine Operator	4	2	45
Calculating-equipment Operator	Calculating-machine Operator, Audit Unit	5	1	49
	Calculating-machine Operator, Statistical	6	1	53
	Calculating machine Operator, Computations	7	2	55
	Calculating-machine Operator, Statistical Unit	8	2	57
	Programmable Calculating Machine Operator	9	3	59
Duplicating-equipment Operator	Xerox Operator	10	1	65
	Blueprinting-machine Operator	11	2	67
	Whiteprint-machine Operator	12	2	71
	Multilith Operator	13	3	75
	Photostat Operator	14	3	77
Mailing-Service- Equipment Operator	Continuous Form Preparation Operator	15	1	81
	Graphotype and Addressograph	16	1	83
	Heat Transfer and Label Process Operator	17	1	87
	Material Inserting Machine Tender	18	1	89
	Continuous Form Preparation	19	2	91
	Multi Purpose Heat Transfer, Labeling and Addressing	20	2	95
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	Flat Bed Camera Operator	25	2	115
	Light Sensitive Dye Microfilm Copy Operator	26	2	117
	Vesicular Microfilm Copy Operator	27	2	119
	Precision Microfilm Camera Operator	28	3	121
	Silver Halide Film Copier	29	3	125
	Silver Halide Microfilm Processor	30	3	129
	Supervisor, Silver Halide Film Processing	31	4	133
	Microfilm Enlarger	32	4	135
	Supervisor Microfilm Unit	33	5	137

STATEMENT OF QUALIFICATIONS INDEX  
IN NUMERICAL ORDER

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Skilled Operator		
Trainee	2	42
Bookkeeping-Machine Operator, Warehouse Ledgers	3	44
Posting-Machine Operator	4	46
Calculating-Machine Operator, Audit Unit	5	50
Skilled Operator		
Trainee	5	52
Calculating-Machine Operator, Statistical Unit	6	54
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Programmable Calculating-Machine Operator	9	62
Xerox Operator	10	66
Blueprinting Machine Operator	11	70
Whiteprint-Machine Operator	12	74
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Photostat Operator	14	78
Continuous Form Preparation Operator	15	82
Graphotype and Addressograph Operator	16	84
Skilled Operator		
Trainee	16	86
Heat Transfer and Label Process Operator	17	88

Office Equipment

BMPD Descriptive Title	S of Q No.	Page
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SUB-GROUP: BOOKKEEPING EQUIPMENT OPERATOR

Bench-Mark Position Description	Level	Page
Financial Encumbrance Posting-machine Operator	1	37
Payroll-machine Operator	1	39
Bookkeeping-machine Operator, Warehouse Ledgers	2	43
Posting-machine Operator	2	45



EXAMPLE OF A  
STATEMENT OF QUALIFICATIONS  
FOR

B.M.P.D. No. 1: FINANCIAL ENCUMBRANCE POSTING-MACHINE OPERATOR (BEO-1)

BASIC REQUIREMENTS

- |                                  |  |
|----------------------------------|--|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1. |
| Language Requirement             | - A knowledge of the English language is essential for this position.                  |
| Achievement, Skills or Aptitudes | - Skill in operating a bookkeeping machine equipped with an alpha-numerical key-board. |

ESSENTIAL QUALIFICATIONS

- |                      |   |
|----------------------|---|
| Abilities            | - Ability to post debits, credits and amendments to ledger cards.<br><br>- Ability to extract specific information from coded documents and enter on ledger cards.<br><br>- Ability to recognize and report errors. |
| Personal Suitability | - Alertness, persistence and dependability.   |

Office Equipment

Sub-group: Bookkeeping-Equipment Operator  
B.M.P.D. No. 2

BENCH-MARK POSITION DESCRIPTION

Sub-group: BOOKKEEPING-EQUIPMENT OPERATOR Level: 1

Descriptive Title: PAYROLL-MACHINE OPERATOR Bench-mark Position Number: 2

Summary

Under the supervision of the machine room supervisor, operates a payroll machine to process pay-lists; prepares metal plates for employees on payroll, using an addressograph machine, and keeps plates updated; prepares nominal rolls of superannuation and retirement fund contributors; prepares time summaries, work cards, earnings cards and unemployment insurance cards.

Duties	% of Time
Operates a payroll machine to process payroll summaries, calculates earning and deductions, and prints cheques for each employee.	60
Embosses metal plates by means of an electrical graphotype machine for use in an addressing machine, indicating employee's superannuation number, pay-list number, name, tax code, salary, social insurance number, and classification and accounting coding; keeps plates updated.	20
Prints time summary for prevailing rates employees for each payroll, using an addressograph machine, and forwards time summaries to the unit for insertion of the number of regular hours and overtime hours worked.	15
Prints annually a nominal roll of all superannuation and retirement fund contributors; prepares work cards, earnings cards and unemployment insurance cards.	5

Distinguishing Features

The work requires the operation of a bookkeeping machine to calculate earnings and deductions such as income tax, unemployment insurance and union dues, and to record net earnings on cheques, cheque stubs and payroll sheets. Secondary functions include the operation of graphotype and addressograph machines to emboss metal plates and to print time summaries, nominal rolls and other forms.

EXAMPLE OF A

STATEMENT OF QUALIFICATIONS  
FOR

B.M.P.D. No. 2: PAYROLL-MACHINE OPERATOR (BEO-1)

BASIC REQUIREMENTS

- |                                  |  |
|----------------------------------|--|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1. |
| Language Requirement             | - A knowledge of the French language is essential for this position.                   |
| Achievement, Skills or Aptitudes | - Skill in operating payroll, graphotype and addressograph machines.                   |

ESSENTIAL QUALIFICATIONS

- |                      |   |
|----------------------|---|
| Abilities            | - Ability to calculate earnings and deductions, print cheques and process pay lists.<br><br>- Ability to prepare and up-date metal plates.<br><br>- Ability to prepare work cards, earnings cards and unemployment insurance cards. |
| Personal Suitability | - Alertness, persistence and dependability.   |

NOTE: The above example requires a skilled operator; see next page for trainee requirements.

EXAMPLE OF A STATEMENT OF QUALIFICATIONS

FOR

B.M.P.1) No.2: PAYROLL-MACHINE OPERATOR (BGO-1)  
(For Selection of Trainees)

BASIC REQUIREMENTS

- |                                  |  |
|----------------------------------|--|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1. |
| Language Requirement             | - A knowledge of the English language is essential for this position.                  |
| Achievement, Skills or Aptitudes | - Capacity to learn to operate payroll, graphotype and addressograph machines.         |

ESSENTIAL QUALIFICATIONS

- |                      |   |
|----------------------|---|
| Abilities            | - Ability to make simple arithmetic calculations. |
| Personal Suitability | - Alertness, persistence and dependability.       |

BENCH-MARK POSITION DESCRIPTION

Sub-group: BOOKKEEPING-EQUIPMENT OPERATOR

Level: 2

Descriptive Title: BOOKKEEPING-MACHINE  
OPERATOR, WAREHOUSE LEDGERS

Bench-mark Position Number: 3

Summary

Under the general supervision of an accountant, operates a bookkeeping machine to record on ledger cards information obtained from customs documents covering goods stored and withdrawn from bonded warehouse.

Duties	% of Time
Operates a bookkeeping machine to post to ledger cards, for goods placed in storage in a bonded warehouse,, information such as descriptive identification, owner's name, number of pieces involved, quantity, weight, country of origin, and customs information, to assist in identification of goods.	10
Posts entries covering the removal of goods from storage when duty and taxes are paid or when goods are transferred, exported or for ships' stores.	15
Posts adjusting entries to record changes in tariff status, values or contents of packages to ensure proper customs evaluation.	10
Checks customs entries to ensure that all postings have been recorded and to flag goods in storage approaching the end of the statutory period of time allowed for retention in the warehouse, and	10
Instructs other employees on machine operations, and assigns and checks work.	5

Distinguishing Features

The work requires the operation of a bookkeeping machine to post information, selected from various entry documents such as ships' manifests, weigh bills, copies of invoices, departmental directives and other source documents, to warehouse ledger cards to facilitate the identification of goods entering bonded storage; to record removal or transfer of goods; and record changes in tariff status, merchandise values or contents of packages. The posting of pertinent data requires a general knowledge of customs requirements, procedures and regulations and of the functions of other groups in the division. Judgment is required to determine what information is significant to post.

EXAMPLE OF A

STATEMENT OF QUALIFICATIONS

FOR

B.M.P.D. No. 3: BOOKKEEPING-MACHINE OPERATOR WAREHOUSE LEDGERS (BEO-2)

BASIC REQUIREMENTS

- |                                  |  |
|----------------------------------|--|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1.             |
| Language Requirement             | - A Knowledge of both the English language and the French language is essential for this position. |
| Achievement, Skills or Aptitudes | - Skill in operating a bookkeeping machine.  |

ESSENTIAL QUALIFICATIONS

- |                      |  |
|----------------------|--|
| Knowledge            | - Knowledge of basic bookkeeping principles and relevant methods and procedures.<br>- Knowledge of customs requirements, procedures and regulations.<br>- Knowledge of specialized terminology common to bookkeeping.<br>- Knowledge of the functions of other groups in the division. |
| Abilities            | - Ability to interpret a variety of codes and to utilize them in accordance with precise methods and procedures.<br>- Ability to read and post financial data accurately.  |
| Personal Suitability | - Alertness, thoroughness and dependability.<br>- Capable of working under pressure of deadlines.  |



BENCH-MARK POSITION DESCRIPTION

Sub-group: BOOKKEEPING-EQUIPMENT OPERATOR

Level: 2

Descriptive Title: POSTING-MACHINE OPERATOR

Bench-mark Position Number: 4

Summary

Under the general supervision of the accountant, operates an alphabetical and numerical keyboard posting machine; posts issues and receipts; produces transaction punch cards for line items posted; types headings on ledger cards; sorts documents, and records daily the total number of line items posted.

Duties	% of Time
Operates a posting machine capable of performing arithmetical calculations involving nineteen vertical registers and two cross registers; produces transaction punch cards for line items posted; posts issues and receipts from documents and reproduces the information on punch cards for use of the master mission depots.	60
Scrutinizes daily transaction records for errors in posting, such as issues posted as receipts; verifies balance columns, checks transaction cards for omissions of information, such as date, operator's number, journal sheet number; and initiates forms required to adjust errors.	15
Types headings on ledger cards with the applicable information, such as part number, nomenclature, balances, provisioning levels and mission of item.	10
Sorts and counts documents on completion of machine posting and records the total number of transactions posted; removes cards for which replenishment action and typing is required, and inserts "out" cards for cards removed.	10
Checks visually ledger cards against documents to verify miscellaneous postings, such as recording or canceling dues in or dues out, and occasionally instructs other employees on machine operations and assigns and checks work.	5

Distinguishing Features

The work requires the operation of a bookkeeping machine with a large number of vertical and cross registers to post issues and receipts to ledger cards and simultaneously produce punch cards for use by other depots. The scrutinizing of transaction records for posting errors and missing data, the verifying of trial balances, and the typing of headings on ledger cards showing part numbers, nomenclature, balances, provisioning levels or other information is also required.

EXAMPLE OF A  
STATEMENT OF QUALIFICATIONS  
FOR

B.M.P.D. No. 4: POSTING-MACHINE OPERATOR (BEO-2)

BASIC REQUIREMENTS

- |                                  |  |
|----------------------------------|--|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1. |
| Language Requirement             | - A knowledge of the English language is essential for this position.                  |
| Achievement, Skills or Aptitudes | - Skill in operating a posting machine.  |

ESSENTIAL QUALIFICATIONS

- |                      |  |
|----------------------|--|
| Knowledge            | - Knowledge of basic bookkeeping principles and relevant methods and procedures.<br>- Knowledge of specialized terminology common to bookkeeping.  |
| Abilities            | - Ability to do arithmetical calculations involving vertical and cross registers.<br>- Ability to interpret a variety of codes and to utilize them in accordance with precise methods and procedures.<br>- Ability to sort, count and record postings.<br>- Ability to verify and balance daily transaction records. |
| Personal Suitability | - Alertness, thoroughness and dependability.<br>- Capable of working under pressure of deadlines.  |

SUB-GROUP: CALCULATING EQUIPMENT OPERATOR

Bench-mark Position Description	Level	Page
Calculating-machine Operator, Audit Unit	1	49
Calculating-machine Operator, Statistical Unit	1	53
Calculating-machine Operator, Computations Unit	2	55
Calculating-machine Operator, Statistical Unit	2	57
Programmable Calculating-machine Operator	3	59

Office Equipment  
Sub-group: Calculating-Equipment Operator  
B.M.P.D. No. 5

BENCH-MARK POSITION DESCRIPTION

Sub-group: CALCULATING-EQUIPMENT OPERATOR

Level: 1

Descriptive Title: CALCULATING-MACHINE  
OPERATOR, AUDIT UNIT

Bench-mark Position Number: 5

Summary

Under the supervision of the audit unit supervisor, operates a calculating machine and computes or verifies the arithmetical accuracy of various vouchers, forms, reports, statements and summaries; notes errors found and returns documents for correction.

Duties

% of Time

Operates a calculating machine to determine the sum of redeemed or cashed items, such as cheques, warrants, money orders, and supporting statements submitted, to verify their accuracy. 90

Computes or verifies the arithmetical accuracy of vouchers, forms, reports, statements and summaries, and 5  
Notes errors found and returns documents for correction. 5

Distinguishing Features

The work requires the operation of an electronic calculating machine to perform simple arithmetical computations in accordance with specific instructions. Knowledge is required of office methods and procedures.

EXAMPLE OF A  
STATEMENT OF QUALIFICATIONS  
FOR B.M.P.D. No. 5: CALCULATING-MACHINE OPERATOR, AUDIT UNIT (CEO-1)

BASIC REQUIREMENTS

- |                                  |  |
|----------------------------------|--|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1. |
| Language Requirement             | - A knowledge of the English language is essential for this position.                  |
| Achievement, Skills or Aptitudes | - Skill in operating an electronic calculating machine.                                |

ESSENTIAL QUALIFICATIONS

- |                      |  |
|----------------------|--|
| Abilities            | - Ability to perform simple arithmetical computations in accordance with specific instructions.<br><br>- Ability to verify source documents and detect errors. |
| Personal Suitability | - Alertness, persistence and dependability.  |

NOTE: The above example requires a skilled operator; see next page for trainee requirements.

EXAMPLE OF A  
STATEMENT OF QUALIFICATIONS FOR

B.M.P.D. No. 5: CALCULATING-MACHINE OPERATOR, AUDIT UNIT (CEO-1)  
(For Selection of Trainees)

BASIC REQUIREMENTS

- |                                  |  |
|----------------------------------|--|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1. |
| Language Requirement             | - A knowledge of the English language is essential for this position.                  |
| Achievement, Skills or Aptitudes | - Capacity to learn to operate an electronic calculating machine.                      |

ESSENTIAL QUALIFICATIONS

- |                      |   |
|----------------------|---|
| Abilities            | - Ability to make simple arithmetical computations. |
| Personal Suitability | - Alertness, persistence and dependability.         |



EXAMPLE OF A  
STATEMENT OF QUALIFICATIONS  
FOR

B.M.P.D. No. 6: CALCULATING-MACHINE OPERATOR, STATISTICAL UNIT (CEO-1)

BASIC REQUIREMENTS

- |                                  |  |
|----------------------------------|--|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1. |
| Language Requirement             | - A knowledge of the French language <b>is</b> essential for this position.            |
| Achievement, Skills or Aptitudes | - Skill in operating a calculating machine.  |

ESSENTIAL QUALIFICATIONS

- |                      |  |
|----------------------|--|
| Abilities            | - Ability to make arithmetical computations such as multiplication, division, percentages and rates.<br>- Ability to compile and enter data from a variety of schedules to summaries.<br>- Ability to verify arithmetical accuracy of summaries. |
| Personal Suitability | - Alertness, persistence and dependability.  |





EXAMPLE OF A  
STATEMENT OF QUALIFICATIONS  
FOR

B.M.P.D. No. 7: CALCULATING-MACHINE OPERATOR, COMPUTATIONS UNIT (CEO-2)

BASIC REQUIREMENTS

- |                                  |  |
|----------------------------------|--|
| Education_                       | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1. |
| Language Requirement             | - A knowledge of the English language is essential for this position.                  |
| Achievement, Skills or Aptitudes | - Skill in operating an electronic calculating machine.                                |

ESSENTIAL QUALIFICATIONS

- |                      |  |
|----------------------|--|
| Knowledge            | - Knowledge of short-cut methods and techniques for multi-step calculations.   |
| Abilities            | - Ability to compute annuities, refunds, service credits, accumulated deductions, unexpended balances and interest on refunds or annuities.<br><br>- Ability to detect questionable items as an aid to auditors. |
| Personal Suitability | - Alertness, thoroughness and dependability.   |

BENCH-MARK POSITION DESCRIPTION

Sub-group: CALCULATING-EQUIPMENT OPERATOR

Level: 2

Descriptive Title: CALCULATING-MACHINE  
OPERATOR, STATISTICAL UNIT

Bench-mark Position Number: 8

Summary

Under the general supervision of the statistical unit supervisor, operates calculating machines to compute averages, ratios and percentages from survey schedules; enters and balances monthly figures from a variety of schedules; checks edited schedules for accuracy and reasonableness of data.

Duties	% of Time
Operates a calculating machine to compile various statistics from surveys received by calculating averages, ratios and percentages, and by adding and balancing columns,	60
Enters and balances figures from a variety of schedules in the compilation of statistical tables for reproduction and study by statisticians and others.	20
Checks edited schedules for accuracy and reasonableness of data against previous reports and other survey data, and	10
Instructs other employees on machine operations and assigns and checks work.	10

Distinguishing Features

The work requires the operation of electronic calculating machines to compute averages, ratios and percentages, enter and balance figures and edit schedules for accuracy. A good knowledge is required of the content of schedules and methods to be followed for the extraction of data. The work consists of complex multiple-step calculations and requires a good knowledge of arithmetic and of subject matter material. Judgment is exercised in checking edited schedules to ensure accuracy and reasonableness of data.

EXAMPLE OF A  
STATEMENT OF QUALIFICATIONS

FOR

B.M.P.D. No. 8: CALCULATING-MACHINE OPERATOR, STATISTICAL UNIT (CEO-2)

BASIC REQUIREMENTS

- |                                  |   |
|----------------------------------|---|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1.              |
| Language Requirement             | - A knowledge of either the English language or the French language is essential for this position. |
| Achievement, Skills or Aptitudes | - Skill in operating a calculating machine.   |

ESSENTIAL QUALIFICATIONS

- |                      |  |
|----------------------|--|
| Knowledge            | - Knowledge of the methods used for extracting data from schedules.  |
| Abilities            | - Ability to compile statistics from surveys and a variety of schedules.<br>- Ability to check edited schedules for accuracy and reasonableness of data. |
| Personal Suitability | - Alertness, thoroughness and dependability.   |



It also requires a knowledge of many types of source documents, schedules and compilation sheets and the ability to understand subject matter output requirements. The ability to originate and write operating sequences, interpret mathematical formulae and identify anomalies or inconsistencies in the data is also necessary.

EXAMPLE OF A  
STATEMENT OF QUALIFICATIONS

FOR

B.M.P.D. No. 9: PROGRAMMABLE CALCULATING-MACHINE OPERATOR (CEO-3)

BASIC REQUIREMENTS

- |                                      |  |
|--------------------------------------|--|
| Education                            | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1. |
| Language Requirement                 | - A knowledge of the English language is essential for this position.                  |
| Achievement, Skills<br>o r Aptitudes | - Skill in operating manual and electronic multi-step calculating machines.            |

ESSENTIAL QUALIFICATIONS

- |                      |  |
|----------------------|--|
| Knowledge            | - Knowledge of departmental source documents, schedules and compilation sheets.  |
| Abilities            | - Ability to conduct parallel testing to crosscheck program effectiveness.<br><br>- Ability to interpret mathematical formulae and to identify anomalies or inconsistencies in the data. |
| Personal Suitability | - Alertness, persistence, thoroughness and dependability.<br><br>- Tact in discussing inconsistencies and unacceptable or questionable data with subject matter officers.                |

DESIRABLE QUALIFICATIONS

- Experience in developing operating programs.

SUB-GROUP: DUPLICATING EQUIPMENT OPERATOR

Bench-mark Position Description	Level	Page
Xerox Operator	1	65
Blueprinting-machine Operator	2	67
Whiteprint-machine Operator	2	71
Multilith Operator	3	75
Photostat Operator	3	77



BENCH-MARK POSITION DESCRIPTION

Sub-group: DUPLICATING-EQUIPMENT OPERATOR

Level:

Descriptive Title: XEROX OPERATOR

Bench-mark Position Number: 10

Summary

Under supervision, operates a Xerox copier to produce copies of reports, letters, charts, drawings and master diplomats; and maintains related records.

Duties

% of Time

Operates a Xerox copier to produce copies of reports, letters, charts, drawings and master duplimats

- by separating and positioning blank paper in the loading tray, pressing the "on" button, checking the "reload" signal, and centering the original copy face down on the glass plate of the machine,
- by setting the paper feed, paper registration and fuser controls to adjust for different thickness of paper,
- by setting the print selector knob for the number of copies required and pressing the print button to begin making copies,
- by adjusting the print lever, if necessary, to correct the tone quality, and
- by removing copies and checking that the "reload" light signals readiness for the next original.

80

Maintains related records and supplies

- by recording the number of requisitions received, quantity of stationery used, and type of document photocopied, and
- by requisitioning stationery and other materials.

10

Performs other duties such as removing and cleaning the drum and washing glass and rubber of the machine; collating finished work from copying machines; parceling packages; and operating a mimeograph machine.

10

Distinguishing Features

The work requires the operation of a Xerox copier and familiarity with office methods and procedures. The operation includes adjusting the machine, performing minor maintenance tasks and maintaining records and supplies. The work is performed in accordance with detailed instructions and established priorities.

EXAMPLE OF A STATEMENT OF QUALIFICATIONS FOR

B.M.P.D. No. 10: XEROX OPERATOR (DEO-1) (for selection of Trainees)

BASIC REQUIREMENTS

- |                                  |  |
|----------------------------------|--|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1. |
| Language Requirement             | - A knowledge of the French language is essential for this position.                   |
| Achievement, Skills or Aptitudes | - Capacity to learn to operate a xerox copier.   |

Essentiels QUALIFICATIONS

- |                      |  |
|----------------------|--|
| Abilities            | - Ability to maintain records and prepare stationery requisitions. |
| Personal Suitability | - Persistence and thoroughness.                                    |

BENCH-MARK POSITION DESCRIPTION

Sub-group: DUPLICATING-EQUIPMENT OPERATOR

Level: 2

Descriptive Title: BLUEPRINTING MACHINE  
OPERATOR

Bench-mark Position Number: 11

Summary

Under general supervision, operates a blueprinting machine; mixes solutions for use in the machine; groups workload for priorities and economy; and performs related duties.

Duties

% of Time

Operates a blueprinting machine to make copies of material such as blueprints, Van Dyke prints and sepia prints

- by examining the original master tracing for degree of translucency,
- by selecting sensitized paper according to requirement,
- by mixing dye solution in proper proportion and adding it to the machine,
- by cleaning and adjusting heaters, rollers and belt tension,
- by adjusting controls to regulate light intensity and exposure time according to translucency of the original and the type of sensitized paper,
- by inserting the master tracing and sensitized paper into the machine to expose and develop printed copy,
- by checking the printed copy for color, intensity and sharpness of line, and
- by trimming the printed copy to the required size with shears and paper cutter, and wrapping copies for delivery.

80

Sorts material to be copied according to priority and requirement for similar treatment.

10

Performs related duties such as wrapping printed copy for mailing; unloading and storing paper stock; assigning back logs of trimming and sorting to junior employees; and cleaning machine rollers with detergent and mild abrasive materials.

10

Supervises other employees assisting in machine operation.

Distinguishing Features

The work requires the operation of a blueprinting machine and a knowledge of mailing requirements, paper stock receipt and storage procedures. The work requires precise adjustments to machine controls to regulate light intensity and exposure time as required by several types of original copy and sensitized copy paper. Judgment is required in grouping work to meet established priorities and work schedules.

EXAMPLE OF A  
STATEMENT OF QUALIFICATIONS  
FOR

B.M.P.D. No. 11: BLUEPRINTING MACHINE OPERATOR (DEO-2)

BASIC REQUIREMENTS

- |                                  |  |
|----------------------------------|--|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1. |
| Language Requirement             | - A knowledge of the English language is essential for this position.                  |
| Achievement, Skills or Aptitudes | - Skill in operating a blueprinting machine.   |

ESSENTIAL QUALIFICATIONS

- |                      |   |
|----------------------|---|
| Knowledge            | - Knowledge of types of sensitized paper.<br>- Knowledge of mailing requirements, and paper stock receipt and storage procedures.                               |
| Abilities            | - Ability to mix dye solutions.<br>- Ability to determine degree of translucency of original master tracings and to regulate light intensity and exposure time. |
| Personal Suitability | - Alertness, perseverance and thoroughness.   |

BENCH-MARK POSITION DESCRIPTION

Sub-group: DUPLICATING-EQUIPMENT OPERATOR

Level: 2

Descriptive Title: WHITEPRINT-MACHINE  
OPERATOR

Bench-mark Position Number: 12

Summary

Under general supervision operates a whiteprint machine to produce copies of drawings, plans, maps or diagrams as Diazo White, Blue or Black, Diazo Chrome for overlays or overhead projection, sepia mylar and linen prints.

Duties

% of Time

- Operates a Whiteprint machine to make copies
  - by examining the original master tracing for degree of translucency,
  - by selecting sensitized material according to requirements,
  - by controlling the flow of anhydrous ammonia gas entering the machine,
  - by cleaning and adjusting heaters, rollers and belt tension, 80
  - by adjusting controls to regulate light intensity and exposure time according to translucency of the original and the type of sensitized paper,
  - by inserting the master tracing and sensitized paper into the machine to expose and develop printed copy,
  - by checking the printed copy for color, intensity and sharpness of line, and
  - by trimming the printed copy to the required size with shears and paper cutter, and wrapping copies for delivery,
  
- Sorts material to be copied according to priority and requirement for similar treatment. 10
  
- Performs related duties such as wrapping printed copy for mailing; unloading and storing paper stock; assigning backlogs of trimming and sorting to junior employees.
- Ensures ammonia gas does not permeate the general atmosphere of the working areas 10
  - by adjusting and setting main gas valves and feed valves correctly,
  - by testing with Diazo paper for gas leaks, and
  - by closing main gas valves on shut down of the machine.
- Supervises other employees assisting in machine operation.

Distinguishing Features

The work requires operation of a white print machine and a knowledge of mailing requirements, paper stock receipt and storage procedures. Care must be exercised in making adjustments to gas controls and shut-off valves and in the regulation of light intensities and exposure times as required for the reproduction of master tracings on a variety of sensitized paper. Judgment is required in organizing and scheduling work in accordance with priorities and to meet deadlines.

EXAMPLE OF A

STATEMENT OF QUALIFICATIONS  
FOR

B.M.P.D. No. 12: WHITEPRINT-MACHINE OPERATOR (DEO-2)

BASIC REQUIREMENTS

- |                                  |  |
|----------------------------------|--|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1.             |
| Language Requirement             | - A knowledge of both the English language and the French language is essential for this position. |
| Achievement, Skills or Aptitudes | - Skill in operating a whiteprint machine.   |

ESSENTIAL QUALIFICATIONS

- |                      |   |
|----------------------|---|
| Knowledge            | - Knowledge of the properties of anhydrous ammonia gas and safety precautions.  |
|                      | - Knowledge of types of sensitized copy paper.  |
|                      | - Knowledge of mailing requirements, paper stock receipts and storage procedures.   |
| Abilities            | - Ability to determine degree of translucency of original master tracing and to regulate light intensity and exposure time. |
|                      | - Ability to check printed copy for acceptable qualities, and to trim to required size.                                     |
| Personal Suitability | - Alertness and thoroughness.   |
|                      | - Capable of working under pressure of priorities and deadlines.  |





EXAMPLE OF A

STATEMENT OF QUALIFICATIONS

FOR

B.M.P.D. No. 13: MULTILITH OPERATOR (DEO-3)

BASIC REQUIREMENTS

- |                                  |   |
|----------------------------------|---|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1.              |
| Language Requirement             | - A knowledge of either the English language or the French language is essential for this position. |
| Achievement, Skills or Aptitudes | - Skill in operating an off-set duplicating machine and a copy camera.                              |

ESSENTIAL QUALIFICATIONS

- |                      |  |
|----------------------|--|
| Knowledge            | - Knowledge of the inks, ink additives and chemical solutions used in multi copying. |
| Abilities            | - Ability to clean, lubricate, adjust and repair a duplicating machine.              |
| Personal Suitability | - Alertness, perseverance and thoroughness.  |

BENCH-MARK POSITION DESCRIPTION

Sub-group: DUPLICATING-EQUIPMENT OPERATOR

Level: 3

Descriptive Title: PHOTOSTAT OPERATOR

Bench-mark Position Number: 14

Summary

Operates a Photostat machine to produce copies of maps, charts, books and other documents, and performs related duties.

Duties

% of Time

Operates a Photostat machine to produce copies of maps, charts, books and other documents	
by positioning the original within the guidelines of the image board,	
by computing the enlarging or reducing necessary to meet customer requirements or as dictated by the	90
size and condition of the original, by adjusting controls to focus lens, by placing appropriate filter over lens to make color separation when copying color work, and by estimating exposure time and activating the camera shutter and the processor to carry out the expose/process cycle.	
Performs related duties such as: mixing photo chemicals, trimming and cropping copies using a manual guillotine,	10
carrying out scheduled machine maintenance and making minor repairs.	

Distinguishing Features

The work requires the setting-up and operation of a Photostat camera to produce copies at various ratios. A knowledge of lens, copy enlarging and reducing, exposure times, and the mixing of photo chemicals is required.

EXAMPLE OF A  
STATEMENT OF QUALIFICATIONS

FOR

B.M.P.D. No. 14: PHOTOSTAT OPERATOR (DEO-3)

BASIC REQUIREMENTS

- |                                  |   |
|----------------------------------|---|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1.              |
| Language Requirement             | - A knowledge of either the English language or the French language is essential for this position. |
| Achievement, Skills or Aptitudes | - Skill in operating a Photostat machine and a Photostat camera.                                    |

ESSENTIAL QUALIFICATIONS

- |                      |   |
|----------------------|---|
| Knowledge            | - Knowledge of a camera lens system, copy enlarging and reducing, exposure times, and the mixing of photo chemicals.            |
| Abilities            | - Ability to choose appropriate filters and estimate exposure times.<br>- Ability to fault-find and repair Photostat equipment. |
| Personal Suitability | - Alertness, perseverance and thoroughness.   |

SUB-GROUP: MAILING SERVICE EQUIPMENT OPERATOR

Bench-mark Position Description	Level	Page
Continuous Form Preparation Operator	1	81
Graphotype and Addressograph Operator	1	83
Heat Transfer and Label Process Operator	1	87
Material Inserting Machine Tender	1	89
Continuous Form Preparation Set-Up Operator	2	91
Multi Purpose Heat Transfer, Labeling and Addressing Set-Up Operator	2	95
Material Inserting Machine Set-Up Operator	2	97
Plate-Embossing and Addressing-Equipment Operator	2	101

BENCH-MARK POSITION DESCRIPTION

Sub-group: MAILING SERVICE EQUIPMENT OPERATOR Level. 1

Descriptive Title: CONTINUOUS FORM PREPARATION OPERATOR Bench mark Position Number: 15

Summary

Under supervision operates one or more mailing service machines to imprint signatures, trim, cut, burst, fold or address continuous forms.

Duties	% of Time
Operates one or more mailing service machines <ul style="list-style-type: none"><li>- by loading the machine with the form material to be processed,</li><li>- by feeding the form into the conveyor system,</li><li>- by ensuring the cutters, . bursting, trim or folding devices are functioning properly,</li><li>- by ensuring imprinted signature is correctly located,</li><li>- by ensuring addresses are correctly aligned, and</li><li>- by making minor adjustments to the machine and its controls to maintain established standards.</li></ul>	90
Performs other related duties.	10

Distinguishing Features

The work requires the operation of a number of machines to process continuous forms. Knowledge of equipment operation is required to distinguish irregularities and make minor adjustments to equipment.

EXAMPLE OF A  
STATEMENT OF QUALIFICATIONS  
FOR

B.M.P.D. No. 15: CONTINUOUS FORM PREPARATION OPERATOR (MSE-1)

BASIC REQUIREMENTS

- |                                  |   |
|----------------------------------|---|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1 |
| Language Requirement             | - A knowledge of the French language is essential for this position.                  |
| Achievement, Skills or Aptitudes | - Skill in operating mailing service machines.  |

ESSENTIAL QUALIFICATIONS

- |                      |  |
|----------------------|--|
| Abilities            | - Ability to imprint signatures, trim, cut, burst, fold or address continuous forms.<br>- Ability to distinguish irregularities and make minor adjustments to equipment. |
| Personal Suitability | - Alertness and thoroughness.  |





EXAMPLE OF A  
STATEMENT OF QUALIFICATIONS  
FOR

B.M.P.D. No. 16: GRAPHOTYPE AND ADDRESSOGRAPH OPERATOR (MSE-1)

BASIC REQUIREMENTS

- |                                  |  |
|----------------------------------|--|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1.             |
| Language Requirement             | - A knowledge of both the English language and the French language is essential for this position. |
| Achievement, Skills or Aptitudes | - Skill in operating a graphotype and an electric addressograph machine.                           |

ESSENTIAL QUALIFICATIONS

- |                      |  |
|----------------------|--|
| Abilities            | - Ability to follow detailed instructions and established priorities.<br>- Ability to maintain a simple filing system. |
| Personal Suitability | - Alertness and thoroughness.  |

NOTE: The above example requires a skilled operator; see next page for trainee requirements.

EXAMPLE OF A STATEMENT  
OF QUALIFICATIONS FOR

B.M.P.D. No. 16: GRAPHOTYPE AND ADDRESSOGRAPH OPERATOR (MSE-1)

( For Selection of Trainees )

BASIC REQUIREMENTS

- |                                  |  |
|----------------------------------|--|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1.             |
| Language Requirement             | - A knowledge of both the English language and the French language is essential for this position. |
| Achievement, Skills or Aptitudes | - Capacity to learn to operate a keyboard graphotype and an electric addressograph machine.        |

ESSENTIAL QUALIFICATIONS

- |                      |  |
|----------------------|--|
| Abilities            | - Ability to file.<br>- Ability to follow detailed instructions. |
| Personal Suitability | - Alertness and thoroughness.                                    |



EXAMPLE OF A  
STATEMENT OF QUALIFICATIONS  
FOR

B.M.P.D. No. 17: HEAT TRANSFER AND LABEL PROCESS OPERATOR (MSE-1)

BASIC REQUIREMENTS

- |                                  |  |
|----------------------------------|--|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1. |
| Language Requirement             | - A knowledge of the English language is essential for this position.                  |
| Achievement, Skills or Aptitudes | - Skill in operating labeling and addressing machines.                                 |

ESSENTIAL QUALIFICATIONS

- |                      |   |
|----------------------|---|
| Abilities            | - Ability to follow detailed instructions and established priorities. |
| Personal Suitability | - Alertness and thoroughness.   |



EXAMPLE OF A  
STATEMENT OF QUALIFICATIONS  
FOR

B.M.P.D. No. 18: MATERIAL INSERTING MACHINE TENDER (MSE-1)

BASIC REQUIREMENTS

- |                                  |   |
|----------------------------------|---|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1.          |
| Language Requirement             | - A knowledge of the English language is essential for this position.                           |
| Achievement, Skills or Aptitudes | - Skill in operating a high speed, multi station mailing package inserting and sealing machine. |

ESSENTIAL QUALIFICATIONS

- |                      |                                     |
|----------------------|-------------------------------------|
| Abilities            | - Ability to perform filing duties. |
| Personal Suitability | - Alertness and thoroughness.       |



% of Time

- by cutting to remove edge perforations to provide the appearance of individual sheets, and
- by loading the material and unloading the processed product.

Trims, centre slits, and folds personalized letters, forms or documents on a cutting and folding machine

- by setting up and adjusting the cutters to produce the correct size for individual sheets,
- by setting up the feed mechanism,
- by setting up the folding mechanism to the correct sequence and style, and
- by loading the material and unloading the processed product.

15

Folds and inserts letters in an envelope on a folder inserting machine

- by loading the letters and the envelopes into the machine,
- by setting up and adjusting the feed mechanism,
- by setting up and adjusting the fold mechanism,
- by setting up and adjusting the envelope insertion mechanism, and
- by filling the water container to ensure correct sealing of the envelopes.

15

Supervises lower level employees.

#### Distinguishing Features

The work requires setting-up, adjusting and operating a number of machines in an integrated mailing service operation. Close attention during the high speed operation of several different types of machines is essential to maintain an efficient operation. A good knowledge of office methods and procedures is required.



EXAMPLE OF A  
STATEMENT OF QUALIFICATIONS  
FOR

B.M.P.D. No.19: CONTINUOUS FORM PREPARATION SET-UP OPERATOR (MSg-2)

BASIC REQUIREMENTS

- |                                  |  |
|----------------------------------|--|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1.     |
| Language Requirement             | - A knowledge of the French language is essential for this position.                       |
| Achievement, Skills or Aptitudes | - Skill in operating signature imprint, bursting, cutting, folding and inserting machines. |
| Experience                       | - Experience in mailing service operations.  |

ESSENTIAL QUALIFICATIONS

- |                      |  |
|----------------------|--|
| Knowledge            | - Knowledge of various combinations which can be made with a number of mailing machines to provide a complete operations process.<br><br>- Knowledge of office methods and procedures. |
| Abilities            | - Ability to supervise   |
| Personal Suitability | - Alertness and thoroughness.  |



EXAMPLE OF A

STATEMENT OF QUALIFICATIONS

FOR

B.M.P.D. No. 20: HEAT TRANSFER AND LABEL PROCESS SET-UP OPERATOR (MSE-2)

BASIC REQUIREMENTS

- |                                  |  |
|----------------------------------|--|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1. |
| Language Requirement             | - A knowledge of the French language is essential for this position.                   |
| Achievement, Skills or Aptitudes | - Skill in operating labeling and addressing machines.                                 |

ESSENTIAL QUALIFICATIONS

- |                      |   |
|----------------------|---|
| Abilities            | - Ability to stock correct labeling and packaging material.<br><br>- Ability to instruct employees on machine functions and supervise machine operations. |
| Personal Suitability | - Alertness and thoroughness.   |

BENCH-MARK POSITION DESCRIPTION

Sub-group: MAILING-SERVICE-EQUIPMENT OPERATOR

Level: 2

Descriptive Title: MATERIAL INSERTING  
MACHINE SET-UP OPERATOR

Bench-mark Position Number: 21

Summary

Under general supervision sets-up, adjusts and operates a high speed, multi-station, inserting-and-sealing machine.

Duties

% of Time

Sets-up and operates a high speed, multi-station inserting and-sealing machine,

- by identifying material, quantity, and addresses indicated in the distribution code,
- by obtaining material from stockroom,
- by setting up and adjusting an automatic, high volume material inserting machine, using Allen wrench, screwdriver and knurled knobs,
- by setting the input supply dividers for width and length of individual items to be packaged,
- by setting the position and angle of the feeder guide plates to accommodate various thickness of material,
- by setting the pick up device to accommodate the individual items,
- by setting the input supply dividers for a pre determined sequence of items,
- by loading the input dividers with the correct material,
- by setting the conveyor controls at each gate to accommodate an increasing number of items in progression,
- by setting the loading dividers to accept the envelope or other mailing package and loading these,
- by setting the sealing controls depending on the type and size of the mailing package,
- by observing the operation and adjusting the machine to correct operating abnormalities, and
- by packing, counting and arranging delivery to the Post Office.

90

Supervises other employees in tending inserting-and-sealing machines by instructing in machine functions and minor mechanical adjustments, and overseeing operations.

10

Distinguishing Features

The work requires setting-up, adjusting and operating a high volume inserting-and-sealing machine and the supervision of machine tenders. Precise adjustments are necessary to the machine while in operation. The ability to understand the mailing and distribution code used, and a good knowledge of the methods and procedures of the department relative to the packaging of printed material is essential.

EXAMPLE OF A  
STATEMENT OF QUALIFICATIONS  
FOR

B.M.P.D. No. 21: MATERIAL INSERTING MACHINE SET-UP OPERATOR (MSE-2)

BASIC REQUIREMENTS

- |                                  |  |
|----------------------------------|--|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1. |
| Language Requirement             | - Knowledge of the English language is essential for this position.                    |
| Achievement, Skills or Aptitudes | - Skill in operating a high speed inserting and-sealing machine.                       |

ESSENTIAL QUALIFICATIONS

- |                      |   |
|----------------------|---|
| Knowledge            | - Knowledge of departmental methods and procedures for the packaging of printed material.   |
| Abilities            | - Ability to use the mailing distribution code.<br>- Ability to instruct employees on machine functions and supervise operations. |
| Personal Suitability | - Alertness and thoroughness.   |



% of Time

- by scanning cheque flow to detect spoiled or mutilated cheques, ensure proper rate and number sequence, and correspondence of pre-printed and machine-printed cheque numbers, and
- by removing and refilling trays of plates, packing printed cheques in pre-determined lots and referring them for checking or further processing action.

Operates a cheque inserting and sealing machine and maintains cheque control

- by checking the tray label against the first and last cheque and account numbers to ensure sequence,
- by positioning cheques, envelopes and other enclosures in holders on the machine,
- by turning the switch, checking operation of the machine and adjusting controls to correct improper feed or timing, and
- by ensuring that the automatic counter registers the same number of cheques enveloped as received in the tray, removing and repacking enveloped cheques, signing the count slip or referring the tray to the supervisor for manual count.

20

Performs related duties such as operating a reproducer to perforate cheques with prescribed data, packing cheques for delivery to the post office according to zone or area, and cleaning and oiling machines.  
Occasionally instructs other employees on machine operations.

10

#### Distinguishing Features

The work requires the setting-up, adjusting and operating of plate embossing, addressing, cheque writing, and inserting-and sealing machines in a cheque issuing operation. The maintenance of cheque balance and security control, and the proofing of the results of machine operations are essential. The work also requires a good knowledge of office methods and procedures.



EXAMPLE OF A  
STATEMENT OF QUALIFICATIONS  
FOR

B.M.P.D. No.22: PLATE EMBOSSING AND ADDRESSING-EQUIPMENT OPERATOR (MSE-2)

BASIC REQUIREMENTS

- |                                  |   |
|----------------------------------|---|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1.              |
| Language Requirement             | - A knowledge of either the English language or the French language is essential for this position. |
| Achievement, Skills or Aptitudes | - Skill in operating plate-embossing and addressing-equipment and a sealing-and inserting machine.  |

ESSENTIAL QUALIFICATIONS

- |                      |   |
|----------------------|---|
| Knowledge            | - Knowledge of departmental office methods and procedures.  |
| Abilities            | - Ability to maintain cheque-balancing and security controls.<br><br>- Ability to maintain number and sequence control of cheques and to pack cheques by postal zone or area.<br><br>- Ability to maintain records of machine production. |
| Personal Suitability | - Alertness and thoroughness.   |

GLOSSARY OF TERMS

Rotary Camera

A microfilm camera that photographs documents from a feeder or hopper while they are being moved by some form of transport mechanism, and has a fixed reduction ratio (changed by separate camera units) and fixed density control.

Desk Type Flat Bed (Planetary) Camera

A desk type flat bed microfilm camera for small documentation in which the document being photographed and the film remain in a stationary position during the exposure. The document is on a plane surface at the time of filming.

Flat Bed (Planetary) Camera

A microfilm camera in which the document being photographed and the film remain in a stationary position during the exposure. The document is on a plane surface at the time of filming.

The camera has variable reduction ratio and density selector control for individual exposures.

Precision Camera

A microfilm camera in which the document being photographed and the film remain in a stationary position during the exposure. The document is on a plane surface with variable sub-surface illumination and capable of accepting drawings up to size D or larger. (See CGSB 72-9P-1A)

The camera has variable reduction ratio and density selector control for individual exposures.

Step Test

A series of orderly varied exposures made to determine the optimum exposure of either film or paper and its development.

Microfilm Unit

Refers to a self-contained section or division of a department where the photographic reduction to microfilm or the enlargements from microfilm of engineering drawings, maps or other documents by precision cameras or precision enlargers, the dark room processing of film to CGSB specifications and the copying of microfilm are the primary functions.

SUB-GROUP: MICROPHOTOGRAPHY EQUIPMENT OPERATOR

		106
Bench-mark Position Description		
Microfilm Mounter and Rotary Camera Operator	1	107
Light Sensitive Dye Microfiche Copy Operator	2	113
Flat Bed Camera Operator	2	115
Light Sensitive Dye Microfilm Copy Operator	2	117
Vesicular Microfilm Copy Operator	2	119
Precision Microfilm Camera Operator	3	121
Silver Halide Film Copier	3	125
Silver Halide Microfilm Processor	3	129
Supervisor, Silver Halide Film Processing	4	133
Microfilm Enlarger Operator	4	135
Supervisor Microfilm Unit	5	137



Distinguishing Features

The work requires cutting, splicing and mounting microfilm to Canadian Government Specification Board standards. The operation of a Rotary type camera, inspection instruments, copiers, and reader/printer equipment is also required.

EXAMPLE OF A  
STATEMENT OF QUALIFICATIONS  
FOR

B.M.P.D. No. 23: MICROFILM MOUNTER AND ROTARY CAMERA OPERATOR (MEO-1)

BASIC REQUIREMENTS

- |                                  |  |
|----------------------------------|--|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1. |
| Language Requirement             | - A knowledge of the English language is essential for this position.                  |
| Achievement, Skills or Aptitudes | - Skill in operating semi-automatic cameras, copiers, and reader printer equipment.    |

ESSENTIAL QUALIFICATIONS

- |                      |   |
|----------------------|---|
| Abilities            | - Ability to prepare microfilm strips or individual exposures and to cut, slice, mount or inspect microfilm.<br><br>- Ability to maintain an alpha-numeric index.<br><br>- Ability to complete documentation. |
| Personal Suitability | - Alertness, perseverance and thoroughness.   |

NOTE: The above example requires a skilled operator; see next page for trainee requirements.

EXAMPLE OF A STATEMENT  
OF QUALIFICATIONS FOR

.B.M.P.D. No. 23: MICROFILM MOUNTER AND ROTARY CAMERA OPERATOR (MEO-1)

(for Selection of Trainees)

BASIC REQUIREMENTS

- |                                  |  |
|----------------------------------|--|
| Education                        | -Completion of grade ten or achievement of a satisfactory score on PSC Examination 1.        |
| Language Requirement             | - A knowledge of the English language is essential for this position.                        |
| Achievement, Skills or Aptitudes | - Capacity to learn to operate semi automatic cameras, copiers and reader printer equipment. |

ESSENTIAL QUALIFICATIONS

- |                      |   |
|----------------------|---|
| Personal Suitability | - Alertness, perseverance and thoroughness. |
|----------------------|---|

BENCH-MARK POSITION DESCRIPTION

Sub-group: MICROPHOTOGRAPHY EQUIPMENT OPERATOR      Level: 2

Descriptive Title: LIGHT SENSITIVE DYE      Bench-mark Position Number: 24  
MICROFICHE COPY OPERATOR

Summary

Under supervision produces DIAZO microfiche copies of existing microfiche film strips.

Duties      % of Time

Produces DIAZO microfiche copies

- by inspecting microfiche mounts and film strips for any irregularities, ensuring index information is complete, 90
- by determining density and contrast of film to be copied,
- by setting time of DIAZO film developer,
- by ensuring gas pressure is at a predetermined level,
- by feeding microfiche mount into the developing machine together with a DIAZO sheet film,
- by separating the DIAZO sheet film from the microfiche mount and inserting it into the DIAZO processor, and
- by examining the DIAZO sheet for irregularities and making corrective equipment adjustments, and
- by filing DIAZO sheets with microfiche mounts.

Performs other related duties as required. 10

Distinguishing Features

The work requires the operation of a DIAZO microfiche developer/ processor and the inspection of the finished product. There is also a requirement to recognize variations in the resolution and density in the original films and compensate for differences.



EXAMPLE OF A  
STATEMENT OF QUALIFICATIONS  
FOR

B.M.P.D. No. 24: LIGHT SENSITIVE DYE MICROFICHE COPY OPERATOR (MEO-2)

BASIC REQUIREMENTS

- |                                  |   |
|----------------------------------|---|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1.                          |
| Language Requirement             | - A knowledge of the French language <b>is</b> essential for this position.                                     |
| Achievement, Skills or Aptitudes | - Skill in operating a microfiche duplicator, DIAZO developer/processor and semi automatic type rotary cameras. |

ESSENTIAL QUALIFICATIONS

- |                      |   |
|----------------------|---|
| Knowledge            | - Knowledge of microfilm duplicators.   |
| Abilities            | - Ability to recognize differences in the resolution and density in original films.<br><br>- Ability to inspect finished product and carry out routine maintenance of copy equipment. |
| Personal Suitability | - Alertness, perseverance and thoroughness.   |

BENCH-MARK POSITION DESCRIPTION

Sub-group: MICROPHOTOGRAPHY EQUIPMENT OPERATOR Level: 2

Descriptive Title: FLAT BED CAMERA OPERATOR Bench-mark Position Number: 25

Summary

Under supervision, operates a Flat Bed type of camera to photograph documents, at predetermined ratios, to produce microfilm to meet the Canadian Government Specification Board standard of quality.

Duties % of Time

Operates a Flat Bed camera  
- by loading a film roll into the camera,  
- by adjusting the camera to obtain the reduction ratio required,  
- by adjusting overhead illumination of the material to be copied to comply with the microfilm requirements, 70  
- by reading an exposure meter and making adjustments to controls to produce CGSB standard densities and contrasts of the photographic image,  
- by placing documents to be microfilmed into the photographic area,  
- by taking a specified number of photographs of each document as instructed,  
- by unloading the exposed roll of microfilm, ensuring protection of the light sensitive film,  
- by recording details of contents on a box.

Operates a semiautomatic film processor. 20

Performs other related duties such as making step tests to determine optimum exposure of film and mechanical fitness. 10

Distinguishing Features

The work requires the operation of a Flat Bed type of camera to produce microfilm images at specified reduced ratios. A knowledge of microfilm formats and related indexing methods, and the adjustment of camera and illumination controls to produce density, resolution and contrasts to specifications is required.

EXAMPLE OF A  
STATEMENT OF QUALIFICATIONS  
FOR

B.M.P.D. No. 25: FLAT BED CAMERA OPERATOR (MEO-2)

BASIC REQUIREMENTS

- |                                  |   |
|----------------------------------|---|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1.  |
| Language Requirement             | - A knowledge of the English language is essential for this position.   |
| Achievement, Skills or Aptitudes | - Skill in operating a Flat Bed camera and in the adjustment of camera and illumination controls to produce density resolution and contrasts to specifications. |

ESSENTIAL QUALIFICATIONS

- |                      |   |
|----------------------|---|
| Knowledge            | - Knowledge of microfilm camera techniques.<br>- Knowledge of the Canadian Government Specification Board standards of quality. |
| Abilities            | - Ability to index microfilm.   |
| Personal Suitability | - Alertness, perseverance and thoroughness.   |



EXAMPLE OF A  
STATEMENT OF QUALIFICATIONS  
FOR

B.M.P.D. No. 26: LIGHT SENSITIVE DYE MICROFILM COPY OPERATOR (MEO-2)

BASIC REQUIREMENTS

- |                                  |  |
|----------------------------------|--|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1.                           |
| Language Requirement             | - A knowledge of the English language is essential for this position.  |
| Achievement, Skills or Aptitudes | - Skill in operating a light sensitive dye processor, microfilm cameras or duplicating equipment 16, 35, 105 mm. |

ESSENTIAL QUALIFICATIONS

- |                      |   |
|----------------------|---|
| Knowledge            | - Knowledge of DIAZO microfilm copy processes and microfilm indexing methods.         |
| Abilities            | - Ability to maintain standards of density and contrast throughout the copying cycle. |
| Personal Suitability | - Alertness, perseverance and thoroughness.   |

BENCH-MARK POSITION DESCRIPTION

Sub-group: MICROPHOTOGRAPHY-EQUIPMENT OPERATOR

Level: 2

Descriptive Title: VESICULAR MICROFILM  
COPY OPERATOR

Bench-mark Position Number: 27

Summary

Under supervision produces positive to negative or negative to positive microfilm copies by vesicular process (XIDEX type).

Duties

% of Time

Produces vesicular copies of microfilm

- by inspecting roll of microfilm to be copied for any irregularities,
- by measuring and recording density and contrast over the entire reel
- by splicing microfilm lengths into larger reels to ensure economic use of equipment,
- by threading the microfilm to be copied and the unexposed vesicular film onto the machine,
- by setting the lens aperture, temperature and speed to attain a standard density and contrast,
- by making adjustments to temperature and speed to maintain standard density and contrast while microfilm is being processed,
- by cutting completed copy film to comply with original grouping and loading to standard reels or cassettes,
- by preparing and indexing boxes to package entire reel of microfilm, and
- by ensuring the index information on the box relates to the microfilm being boxed.

90

Performs other related duties.

10

Distinguishing Features

The work requires setting-up, adjusting and operating a vesicular type (XIDEX) copier and vigilance to ensure standards in density and contrast are maintained throughout the copying cycle. A knowledge of microfilm indexing methods is required.

EXAMPLE OF A  
STATEMENT OF QUALIFICATIONS  
FOR  
B.M.P.D. No. 27: VESICULAR MICROFILM COPY OPERATOR (MEO-2)

BASIC REQUIREMENTS

- |                                  |   |
|----------------------------------|---|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1.              |
| Language Requirement             | - A knowledge of both the English language and the French language is essential for this position.  |
| Achievement, Skills or Aptitudes | - Skill in operating a vesicular type copier, microfilm cameras or microfilm duplicating equipment. |

ESSENTIAL QUALIFICATIONS

- |                      |   |
|----------------------|---|
| Knowledge            | - Knowledge of vesicular copy processes and microfilm indexing methods.               |
| Abilities            | - Ability to maintain standards of density and contrast throughout the copying cycle. |
| Personal Suitability | - Alertness, perseverance and thoroughness.   |

BENCH-MARK POSITION DESCRIPTION

Sub-group: MICROPHOTOGRAPHY-EQUIPMENT OPERATOR

Level: 3

Descriptive Title: PRECISION MICROFILM CAMERA  
OPERATOR

Bench-mark Position Number: 28

Summary

Under supervision operates a precision type microfilm camera unit to photograph, at specific reduction ratios, maps, engineering drawings and other documents that require accurate scaling and detail readability according to Canadian Government Specification Board (CGSB) standards.

Duties	% of Time
Operates a precision microfilm camera	
- by loading film into the camera and preparing the camera to take a series of sequential photographs,	
- by adjusting the camera to obtain the reduction ratio specified,	70
- by setting the overhead and sub-surface illumination,	
- by placing a density chart onto the photographic area,	
- by taking exposure readings and setting equipment controls to ensure the photographic image will have the density and contrast to acceptable standards,	
- by exposing the required number of photographs of each map, engineering drawing or other document as required,	
- by exposing a sequence of photographs over the entire map or engineering drawing if required to photograph the entire original document,	
- by documenting sequence and other identifying information of the exposed microfilm, and	
- by unloading the exposed roll of microfilm, ensuring protection of the light sensitive film and passing it to the processor.	
Operates a semi-automatic processor to develop silver halide microfilm.	10
Makes step tests to determine the optimum exposure of film and the mechanical fitness of equipment, and	10
Performs other related duties and occasionally supervises lower level employees.	10



Distinguishing Features

The work requires the operation of a precision microfilm camera to photograph, to precise scale, engineering drawings, maps and other documents that require readability and accurate scaling to CGSB specifications. A knowledge of illumination, reflect ability, color and opaqueness are essential to this operation. The work also requires the operation of a semi-automatic, silver halide film processor and the making of step tests films.

EXAMPLE OF A  
STATEMENT OF QUALIFICATIONS  
FOR

B.M.P.D. No. 28: PRECISION MICROFILM CAMERA OPERATOR (MEO-3)

BASIC REQUIREMENTS

- |                                  |   |
|----------------------------------|---|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1.  |
| Language Requirement             | - A knowledge of the English language is essential for this position.   |
| Achievement, Skills or Aptitudes | - Skill in operating a precision microfilm camera and semi-automatic film processor, rotary and Flat Bed cameras and microfilm duplicators. |

ESSENTIAL QUALIFICATIONS

- |                      |  |
|----------------------|--|
| Knowledge            | - Knowledge of illumination, reflect ability, color and opaqueness.                  |
| Abilities            | - Ability to photograph a variety of documents according to C.G.S.B. specifications. |
| Personal Suitability | - Alertness, perseverance and thoroughness.  |



Distinguishing Features

The work requires the operation of one or more silver halide copiers in a dark room environment to reproduce microfilm to CGSB standards. Knowledge of exposure apertures, light intensities and other controls is essential to maintain standard density and contrast over the entire reel of film. The work also requires knowledge of microfilming indexing methods and the occasional supervision of lower level employees.

EXAMPLE OF A

STATEMENT OF QUALIFICATIONS

FOR

B.M.P.D. No. 29: SILVER HALIDE FILM COPIER (MEO-3)

BASIC REQUIREMENTS

- |                                  |   |
|----------------------------------|---|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1.  |
| Language Requirement             | - A knowledge of the French language is essential for this position.  |
| Achievement, Skills or Aptitudes | - Skill in operating silver halide film copiers in a dark room environment, microfilm cameras and duplicating equipment including the production of positive or negative film copies of existing microfilm. |

ESSENTIAL QUALIFICATIONS

- |                      |   |
|----------------------|---|
| Knowledge            | - Knowledge of exposure apertures, light intensities and other controls for maintaining standard density and contrast over entire reel of film. |
|                      | - Knowledge of microfilm indexing methods and C.G.S.B. standards.   |
| Abilities            | - Ability to reproduce silver halide micro film.  |
|                      | - Ability to supervise by instructing on work methods and assigning and checking work.  |
| Personal Suitability | - Alertness, perseverance and thoroughness.   |

BENCH-MARK POSITION DESCRIPTION

Sub-group: MICROPHOTOGRAPHY-EQUIPMENT OPERATOR      Level: 3  
Descriptive Title: SILVER HALIDE MICROFILM      Bench-mark Position Number: 30  
PROCESSOR

Summary

Under supervision operates a silver halide microfilm processor in a darkroom environment to chemically process microfilm to Canadian Government Specification Board (CGSB) standards.

Duties      % of Time

- Operates a silver halide microfilm processor
- by mixing photographic chemicals such as developer, hypo, hypo eliminator and pre wash agents, 90
  - by testing chemicals to ensure CGSB specification standards are met and maintained,
  - by filling reserve and other tanks to ensure constant flow and circulation of chemicals,
  - by setting temperature controls for chemical processing,
  - by developing test strips to determine settings to ensure film is processed to meet specification standards,
  - by setting speed to predetermined setting to ensure standard densities and contrasts are obtained,
  - by making hypo residual tests, scratch tests and dip strip PH tests,
  - by threading exposed film into chemical tanks and dryer units,
  - by setting temperature controls on dryer sections to ensure adequate drying while preventing curl or other irregularities,
  - by removing film from machine and inspecting for scratches or other defects,
  - by instructing camera and copy operators to correct faults found during inspection of processed film,
  - by testing and topping up chemicals to maintain a useful life,
  - by operating a silver recovery machine, and
  - by cleaning silver recovery machine and preparing salvaged silver for shipment.

Performs other related duties such as carrying out cleaning, maintenance and minor repairs to processing equipment, and supervises lower level employees. 10

Distinguishing Features

The work requires the operation of a silver halide microfilm processor with a capacity greater than 30 fpm of processed microfilm, and the operation and maintenance of a silver recovery machine. The work also requires knowledge of film densities and contrasts as detailed in CGSB standards.

EXAMPLE OF A  
STATEMENT OF QUALIFICATIONS  
FOR

B.M.P.D. No. 30: SILVER HALIDE MICROFILM PROCESSOR (MEO-3)

BASIC REQUIREMENTS

- |                                  |  |
|----------------------------------|--|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1. |
| Language Requirement             | - A knowledge of the English language is essential for this position.                  |
| Achievement, Skills or Aptitudes | - Skill in operating a silver halide micro film processor.                             |

ESSENTIAL QUALIFICATIONS

- |                      |   |
|----------------------|---|
| Knowledge            | - Knowledge of C.G.S.B. standards for densities and contrasts.                                |
|                      | - Knowledge of microfilm processing chemistry.  |
| Abilities            | - Ability to prepare, test and use chemicals required for silver halide microfilm processing. |
|                      | - Ability to supervise.   |
|                      | - Ability to clean and maintain the processing equipment.                                     |
| Personal Suitability | - Alertness, perseverance and thoroughness.   |





EXAMPLE OF A  
STATEMENT OF QUALIFICATIONS  
FOR

B.M.P.D. No. 31: SUPERVISOR, SILVER HALIDE PROCESSING (MEO-4)

BASIC REQUIREMENTS

- |                                  |   |
|----------------------------------|---|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1.  |
| Language Requirement             | - A knowledge of both the English language and the French language is essential for this position.                                  |
| Achievement, Skills or Aptitudes | - Skill in operating micro photographic equipment such as a silver halide micro film processor with a capacity greater than 30 FPM. |

ESSENTIAL QUALIFICATIONS

- |                      |  |
|----------------------|--|
| Knowledge            | - Knowledge of C.G.S.B. specifications for microphotography.<br>- Knowledge of photographic chemicals and the correct mixing of these chemicals.<br>- Knowledge of the procedures for the cleaning, maintenance and repairs to micro-photographic equipment. |
| Abilities            | - Ability to supervise a microphotography processing operation.<br>- Ability to instruct employees in the operation and maintenance of micro photographic equipment.<br>- Ability to indent and control stockroom inventories and issue supplies.            |
| Personal Suitability | - Alertness, perseverance and thoroughness.  |

BENCH-MARK POSITION DESCRIPTION

Sub-group: MICROPHOTOGRAPHY EQUIPMENT OPERATOR                      Level: 4

Descriptive Title: MICROFILM ENLARGER OPERATOR                      Bench-mark Position Number: 32

Summary

Under general supervision operates a precision microfilm enlarger to make projection type, positive Mylar film enlargements to a precise scale; prepares chemical formulas and develops Mylar film enlargements.

Duties	% of Time
Makes precision Mylar film enlargements	
- by determining on a precision rule the exact scale of the enlargement required,	
- by determining the reduction of the microfilm and calculating the magnification required to produce an image of the size specified,	
- by operating a microfilm enlarger to project architectural or engineering drawings on to an enlarging easel,	
- by measuring the projected image against a predetermined scale,	
- by correcting for lateral or horizontal distortion at the enlarging easel,	
- by determining the correct lens setting and the exposure time, and	
- by exposing the Mylar film.	60
Develops exposed Mylar film	30
- by preparing the chemical formulas for developing various Mylar projection film, using graduates and other measuring devices,	
- by immersing film in developer, stop bath and fixer, and	
- by washing and drying the Mylar film.	
Performs other related duties, and occasionally supervises lower level employees.	10

Distinguishing Features

The work requires the operation of a precision microfilm enlarger to produce precise enlargements from microfilm negatives. A knowledge of lens, exposure illumination, image distortion correction and other darkroom techniques is a requirement. The work also requires the developing of film to CGSB Specifications by chemical processes and the mixing of photo-chemicals.

EXAMPLE OF A  
STATEMENT OF QUALIFICATIONS  
FOR

B.M.P.D. No. 32: MICROFILM ENLARGER OPERATOR (MEO-4)

BASIC REQUIREMENTS

- |                                  |  |
|----------------------------------|--|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1.                         |
| Language Requirement             | - A knowledge of the French language is essential for this position.   |
| Achievement, Skills or Aptitudes | - Skill <b>in</b> operating a microfilm enlarger and in preparing photo chemical mixtures and developing film. |

ESSENTIAL QUALIFICATIONS

- |                      |  |
|----------------------|--|
| Knowledge            | - Knowledge of lens systems, exposure illumination, image distortion corrections and other dark room techniques.<br><br>- Knowledge of CGSB specifications.              |
| Abilities            | - Ability to produce precise enlargements from microfilm negatives.<br><br>- Ability to develop exposed Mylar film.<br><br>- Ability to supervise subordinate operators. |
| Personal Suitability | - Alertness, perseverance and thoroughness.  |



of Time

Assists in the preparation and conducting of microfilm seminars and demonstrations	
- by organizing and instructing the staff in the performance of duties, and,	
- by participating directly in discussions, demonstrations and tours of the Central Microfilm Unit.	10
Performs related duties such as, advising customer departments on prices for microfilming services, inspecting records in locations outside the unit, providing advice relative to technical problems and proper handling of microfilms, and directing monthly inventory checks.	10

Distinguishing Features

The work requires the ability to technically and administratively supervise, through subordinate supervisors, a large microfilming unit engaged in operating Rotary, Flat Bed and Precision Cameras; microfilm reproducers; silver halide and other type processors, and precision enlargers. The unit is also engaged in cutting, mounting, splicing and inspecting microfilm, and the issue of photographic supplies to other government departments. The incumbent is required to resolve technical and other problems, modify operations in keeping with technological changes in microfilming, and evaluate new equipment. The provision of technical advice to microfilming units of other departments and customers and assistance in the preparation and conducting of microfilm seminars and demonstrations are also required. The incumbent is also responsible for assigning work, evaluating performance, training workers, maintaining time and production records, and other normally associated functions.

EXAMPLE OF A  
STATEMENT OF QUALIFICATIONS

FOR

B.M.P.D. No. 33: SUPERVISOR MICROFILM UNIT (MEO-5)

BASIC REQUIREMENTS

- |                                  |  |
|----------------------------------|--|
| Education                        | - Completion of grade ten or achievement of a satisfactory score on PSC Examination 1.   |
| Language Requirement             | - A knowledge of the English language is essential for this position.  |
| Achievement, Skills or Aptitudes | - Skill in operating a complete range of microfilm equipment including computer output microfilmer, 105 DIAZO duplicating equipment, precision microfilming equipment and step and repeat microfiche camera. |
| Experience                       | - Experience in the supervision of a micro film unit.  |

ESSENTIAL QUALIFICATIONS

- |           |   |
|-----------|---|
| Knowledge | - Knowledge of new technology and techniques related to micrograph.<br>- Knowledge of the specifications required by C.G.S.B.   |
| Abilities | - Ability to supervise through subordinate supervisors by scheduling and allocating work; establishing priorities and completion dates; evaluating staff performance, and recommending staff changes.<br>- Ability to provide technical advice and establish needs for new microphotography equipment and supplies. |

- Ability to resolve technical and other problems and to modify operations.
  
- Ability to establish staff training needs and provide instruction.
  
- Ability to assist in organizing and conducting seminars and demonstrations; and to participate in interdepartmental discussions and meetings.

Personal Suitability

- Initiative and dependability.
  
- Maturity and tact particularly in providing technical advice.