

ESSENTIAL SERVICES AGREEMENT

BETWEEN:

THE CROWN IN RIGHT OF ALBERTA

and

THE ALBERTA UNION OF PROVINCIAL EMPLOYEES (AUPE)
on behalf of Locals 001, 002, 003, 004, 005, 006, 009 & 012



BACKGROUND:

- A. Pursuant to the *Public Service Employee Relations Act* (PSERA), the *Labour Relations Code* (the Code) and the Employer's election to use the services of designated essential services workers to perform essential services during a strike or lockout, the Parties have certain responsibilities related to entering into an "essential services agreement";
- B. The Parties wish to enter into this Agreement to meet their respective essential services agreement obligations under PSERA and the Code;
- C. The Parties agree that this Agreement only applies to work site(s) where the Parties are actively engaged in strike or lockout activity; and
- D. The Parties have negotiated in good faith and made every reasonable effort to enter into this Agreement.

NOW THEREFORE, the Parties agree as follows:

PART A – GENERAL PROVISIONS

ARTICLE 1 – STRUCTURE OF THIS AGREEMENT

- 1.01 This Agreement consists of two parts, being:
- (a) Part A, which contains general provisions that apply to the entire Agreement; and
 - (b) Part B, which contains schedules with specific provisions related to:
 - (i) The Essential Services to be maintained by Bargaining Unit Members during a Strike or Lockout;
 - (ii) The classifications of Bargaining Unit Members, and the number of positions within each classification, required to perform Essential Services during a Strike or Lockout;
 - (iii) The method by which capable and qualified Bargaining Unit Members will be assigned to perform Essential Services during a Strike or Lockout;

- (iv) Changes, if any, to the terms and conditions of employment that are to apply to Designated Essential Services Workers; and
- (v) the number of Capable and Qualified Persons able to perform Essential Services during a Work Stoppage;
- (vi) A roster of Umpires for the purposes of Article 10 of this Agreement; and
- (vii) Any other matters agreed to by the Parties.

1.02 In case of conflicts or discrepancies among Part A and Part B, the documents shall take precedence and govern in the following order:

- (a) The schedules in Part B; and
- (b) The body of Part A.

For greater clarity, a schedule in Part B may modify or amend any of the provisions contained in Part A, and any such modifications or amendments take precedence over any of the provisions contained in Part A. Any such modifications or amendments are limited to the specific Essential Service to which they apply, and shall not be considered to be applicable to any other Essential Service.

ARTICLE 2 – DEFINITIONS AND INTERPRETATION

2.01 Where used in this Agreement or amendment thereto, the following words and phrases shall have the following meanings:

- (a) “**Agreement**” means this Essential Services Agreement entered into pursuant to PSERA and the Code;
- (b) “**Bargaining Unit Members**” means those employees who are members of AUPE Locals 001, 002, 003, 004, 005, 006, 009 and 012 as defined by certificate number DC-E-1;
- (c) “**Capable and Qualified Person**” refers to management, opted out and excluded employees who have the skills, abilities and current certifications required to perform Essential Services duties during a Work Stoppage;
- (d) “**Collective Agreement**” means the collective agreements between the Parties that expires on March 31, 2024;
- (e) “**Code**” means the *Labour Relations Code RSA 2000, c L-1*;
- (f) “**Commissioner**” means Alberta’s Essential Services Commissioner and has the same meaning as defined in the Code;

(g) “**Designated Essential Services Worker**” means a Bargaining Unit Member who is required to work in accordance with an Essential Services Agreement during those times that they are required to perform Essential Services under the Agreement, and has the same meaning as defined in the Code;

(h) “**Emergency**” means an event that, in the opinion of the Employer, requires prompt action, co-ordination of action, and/or special regulation of persons or property to protect the life, safety or health of the public.

Nothing in this definition restricts the powers related to a formal declaration of an emergency under applicable provincial legislation.

(i) “**Employer**” means the Crown in right of Alberta;

(j) “**Employer Designate**” means a person designated by the Employer to act in that capacity;

(k) “**Essential Services**” are those services:

- (i) the interruption of which would endanger the life, personal safety or health of the public; or
- (ii) necessary to the maintenance and administration of the rule of law or public security.

(l) “**Lockout**” has the same meaning as defined in and permitted by PSERA;

(m) “**Parties**” means the Employer and the Union;

(n) “**PSERA**” means the *Public Service Employee Relations Act* RSA 2000, c. P-43;

(o) “**Strike**” has the same meaning as defined in and permitted by PSERA;

(p) “**Umpire**” means the persons identified in Article 10 and Part B of this Agreement and if those persons are unavailable, a person appointed by the Commissioner, and includes the Chief Umpire;

(q) “**Union**” means the Alberta Union of Provincial Employees;

(r) “**Union Designate**” means a person designated by the Union to act in that capacity;

(s) “**Work Stoppage**” means a Strike or Lockout permitted under PSERA.

2.02 The following interpretive guides apply to this Agreement:

(a) Whenever the singular is used, it shall be deemed to extend to and include the plural and vice versa;

(b) Except as otherwise provided in this Agreement, any reference to a statute refers to such statute and all rules and regulations made under it, as amended, re-enacted or replaced from time to time;

- (c) The headings in this Agreement have been included for convenience only and they do not define, limit or enlarge the scope or meaning of this Agreement or any part of it; and
- (d) This Agreement does not constitute a precedent for future negotiations of essential services agreements between the Parties.

ARTICLE 3 – PROCESS FOR NEGOTIATING PART B STAFFING SCHEDULES

- 3.01 The Parties agree to develop staffing schedules that set out the classifications of employees, and the total number of positions in each classification, required to perform the Essential Services (see Part B).
- 3.02 Prior to any Part B staffing schedule discussions the Employer shall provide the Union relevant information regarding staffing for each Department, including but not limited to:
 - (a) Normal hours of operation;
 - (b) Schedule rotations;
 - (c) Current status of employees (e.g. actively working, on Leave of Absence, or employees with restrictions);
 - (d) Employee contact information;
 - (e) The number of all Capable and Qualified Persons.

ARTICLE 4 – PROCESS FOR ASSIGNING DESIGNATED ESSENTIAL SERVICES WORKERS

- 4.01 Upon commencement of a strike or lockout, the Employer will provide the Union with contact information for the Employer Designates who are responsible for assigning essential services workers. At the same time, the Union will provide the Employer with a list of Union Designates.
- 4.02 The Employer will assign Designated Essential Services Workers to perform Essential Services duties during a strike or lockout and will distribute shifts at the Employer's discretion.
- 4.03 If an assigned Bargaining Unit Member is ill or otherwise unable to attend their assigned shift, they will notify the Employer Designate two hours prior to the scheduled shift. The Employer will assign a substitute for the worker.
- 4.04 Unless otherwise indicated in Part B of the agreement, a Designated Essential Services Worker will be required to work the shift in its entirety to ensure the effective delivery of Essential Services duties. Exceptions may include but are not limited to sudden onset of illness, personal or family emergency or the completion of Essential Services duties.

ARTICLE 5 – RESPONDING TO EMERGENCIES

- 5.01 Where an Emergency occurs that cannot be responded to safely by the number of Designated Essential Services Workers and Capable and Qualified Persons available as per Part B of this Agreement, the Employer may recall Bargaining Unit Members to the extent necessary to respond to the Emergency. The Employer will immediately contact the Union to advise of the number of additional bargaining unit members that are required to appropriately respond to the situation.
- 5.02 Where the Employer has recalled Bargaining Unit Members in accordance with Article 5.01, the Employer shall provide the Union with written notice setting out:
- (a) The nature of the Emergency;
 - (b) The names, positions and classifications of the Bargaining Unit Members to be recalled;
 - (c) Information as to the work locations to which recalled Bargaining Unit Members are to report, along with the dates and times by which they must report; and
 - (d) The anticipated duration of the Emergency, if known.
- 5.03 If, after providing notice under Article 5.02, the Employer determines additional Bargaining Unit Members are required to effectively respond to the Emergency, the Employer shall provide the Union with further written notice setting out the information contemplated in Article 5.02 as it relates to the additional Bargaining Unit Members.
- 5.04 Upon receipt of a notice provided under Articles 5.02 or 5.03, the Union will take all reasonable steps to ensure the prompt and orderly return to work of all recalled Bargaining Unit Members.
- 5.05 During an Emergency where Bargaining Unit Members are recalled, the Employer will provide the Union with reasonable updates as to the status of the Emergency, including its anticipated duration.
- 5.06 Where a strike or lockout is still in effect and the Employer determines that some or all recalled Bargaining Unit Members are no longer required to respond to the Emergency the Employer will release those unrequired Bargaining Unit Members in an orderly manner as soon as reasonably possible.
- 5.07 Where a Party refers a difference as to the application of this Article to the Chief Umpire under Article 10, such a referral shall not interfere with the Employer's ability to recall Bargaining Unit Members during an Emergency, unless and until the Chief Umpire has heard the matter and made an award.

ARTICLE 6 – CHANGES IN CIRCUMSTANCES AND AMENDMENTS TO THIS AGREEMENT

- 6.01 Either Party may, by written notice, propose amendments to this Agreement, including an increase or reduction in the number of Bargaining Unit Members required to maintain Essential Services.

- 6.02 If the Parties are unable to agree on an amendment proposed under Article 6.01, either Party may apply to the Chief Umpire to mediate or determine the issue of the proposed amendment.
- 6.03 Despite Articles 6.01 and 6.02, Part B of this agreement may contain more specific provisions to increase or reduce the number of Bargaining Unit Members needed to maintain Essential Services.

ARTICLE 7 – DANGEROUS WORK

- 7.01 The Parties agree that Designated Essential Services Workers have a right to refuse dangerous work under the *Occupational Health and Safety Act*, and the Employer has an obligation to inspect the hazard and if possible, remedy the hazard immediately.
- 7.02 Where the Employer has inspected a hazard and determined the hazard must be remedied by bringing in additional Designated Essential Services Workers, the Employer will immediately contact the Union to advise of:
- (a) the nature of the hazard;
 - (b) the steps the Employer took to inspect the hazard;
 - (c) the reasons the Employer believes additional Designated Essential Services Workers will remedy the hazard;
 - (d) the number of additional Bargaining Unit Members the Employer proposes will remedy the hazard; and
 - (e) The anticipated duration the increase in the number of Designated Essential Services Workers will be required.
- 7.03 If the Parties are unable to reach agreement on the number of Designated Essential Services Workers required to remedy the hazard, either Party may refer the dispute to an Umpire under Article 10 to mediate or make a determination.

ARTICLE 8 – PERMITTED CHANGES TO TERMS AND CONDITIONS OF EMPLOYMENT

- 8.01 Unless otherwise provided for in this Agreement, the terms and conditions of employment contained in the Collective Agreement apply to Designated Essential Services Workers performing Essential Services.
- 8.02 The terms and conditions of employment contained in the Collective Agreement apply to any Bargaining Unit Members recalled under Article 5.
- 8.03 For clarity, Bargaining Unit Members who work as Designated Essential Services Workers, or who are recalled under Article 5, will be paid based on their classifications and rates of pay in effect at the commencement of a strike or lockout.

- 8.04 At the commencement of a strike or lockout, the Employer will give written notice that:
- (a) Hours of Work Averaging Arrangements and Flexible Hours Arrangements as per Supplement 1 of the Collective Agreement will be paused for the duration of the strike or lockout and Designated Essential Services Workers and Capable and Qualified Persons will be required to work the hours set out in Part B of this Agreement.
 - (b) Hybrid Work Arrangements as per the Interim Hybrid Work Policy will be paused for the duration of the strike or lockout. Designated Essential Services Workers and Capable and Qualified Persons will be required to work from a designated Employer office location for the duration of the strike or lockout.
 - (c) Designated Essential Services Workers who work remotely outside of the Interim Hybrid Work Policy will be permitted to continue with remote work arrangements. Examples include, but are not limited to, accommodations and permanent remote work.
- 8.05 Within 24 hours of the conclusion of the strike or lockout, the Employer will give written notice that all Hours of Work Averaging Arrangements, Flexible Hours Arrangements and Hybrid Work Arrangements in place prior to the strike or lockout will immediately resume.
- 8.06 Notwithstanding Article 45.05 of the Collective Agreement, should the Employer issue a Bargaining Unit Employee an overpayment of wages and/or entitlements resulting from a work stoppage, then the Employer may make the necessary monetary or entitlement adjustments and take such internal administrative action as necessary to correct such errors. The Employer shall notify the Employee in writing that an overpayment has occurred, including all relevant information available to the employer at that time about how and when the overpayment occurred, and that the Employer will recover the overpayment by deducting ten per cent (10%) of the Employee's gross earnings per pay period.
- 8.07 Those employees who were qualified for and in receipt of benefits prior to the work stoppage will continue to receive benefits during the period of the strike or lockout on the following basis:
- (a) The Union will reimburse the Employer for full premium costs prorated to account for any hours worked by Designated Essential Services Workers during the work stoppage.
 - (b) The Union's portion of the Employers' associated cost under the Collective Agreement will be billed to the Union following the conclusion of a strike or lockout. The Union shall submit payment following receipt of the invoice.

ARTICLE 9 – CAPABLE AND QUALIFIED PERSONS

- 9.01 The Employer shall utilize the services of its Managers and Opted out and Excluded Employees, who are capable and qualified, to the fullest extent possible with the focus being on the delivery of Bargaining Unit Essential Services duties. The Parties agree that Capable and Qualified Person who are performing Essential Services may also need to perform critical, time sensitive managerial functions.

- 9.02 If a dispute arises as to the utilization and assignment of a Capable and Qualified Person, Designated Essential Services Workers will cover shifts not able to be filled by the Capable and Qualified Person until such time as any dispute is fully resolved in accordance with Article 10 of this Agreement.
- 9.03 Where the Employer has previously advised the Union that a Capable and Qualified Person is assigned to a particular shift, and that person is unable to report for their assigned shift, the Employer will assign a Bargaining Unit Member to fill the shift.

ARTICLE 10 – DISPUTE RESOLUTION AND UMPIRES

- 10.01 The Parties agree to make every reasonable effort to resolve Essential Services Agreement disputes through negotiations between a Union designate and an Employer designate before referring the matter to an Umpire. The Parties agree this includes timely disclosure of all information relevant to the dispute.
- 10.02 In an effort to resolve a dispute, the Parties may choose to make use of identified Employer and Union Designates during informal resolution of disputes and during the referral to an Umpire. The Parties will exchange lists of Designates as per Article 4 of this Agreement.
- 10.03 Where the Parties are unable to resolve an Essential Services dispute through negotiations, either Party may refer the dispute to an Umpire for resolution with written notice to the other Party.
- 10.04 When either Party refers a dispute to the Umpire, they may also choose to make an application to the Umpire for an immediate interim order to have the terms of this Agreement enforced until such a time that the Umpire resolves the matter.
- 10.05 Unless otherwise agreed to by the Parties, when a dispute is referred to an Umpire, it will be heard within 24 hours of the referral. A decision will be rendered as quickly as possible, but in any event no longer than 48 hours from the date of referral.
- 10.06 The Parties agree to Ms. Deborah Howes as the Chief Umpire for the purpose of this Agreement. A Roster of Umpires will be finalized no later than the commencement of the 14-day cooling off period.
- 10.07 If no Umpire from the Roster of Umpires is available to hear an application and resolve the dispute in the aforementioned time period, the Parties may apply to the Commissioner to appoint an Umpire.
- 10.08 Pursuant to section 95.7 of the Code, either party may apply to the Commissioner for a review of an umpire's award within 10 days of the umpire making the award, on grounds that it is unreasonable.

ARTICLE 11 – TERM OF THE ESSENTIAL SERVICES AGREEMENT

- 11.01 The Agreement is effective on the date on which it is accepted for filing by the Commissioner and applies to any lawful strike or lockout related to the round of collective bargaining underway at the time of filing.

ARTICLE 12 – NOTICE

12.01 Where notice is required or permitted to be given under the Agreement, it may be delivered personally, by registered mail, signed receipt courier, or email.

12.02 Notice to the Employer shall be provided to:

Deputy Minister and Public Service Commissioner
Public Service Commission
Government of Alberta
7th Floor, Peace Hills Trust Tower
10011 109 Street
Edmonton, AB T5J 3S8
Email: heather.caltagirone@gov.ab.ca

12.03 Notice to the Union shall be provided to:

President
Alberta Union of Provincial Employees
10025 182 ST
Edmonton, AB T5S 0P7
Email: g.smith@aupe.org

ARTICLE 13 – CONFIDENTIALITY

13.01 Two copies of this Agreement will be filed with the Commissioner. The first copy shall be an unredacted copy for the purposes of the Commissioner's review and acceptance of the Agreement for filing. The second copy will be a redacted version with the following blacked out:

- (a) information that could reasonably be expected to threaten public health, public safety, or law enforcement; and
- (b) personal information.

If the Commissioner or the Labour Relations Board elects to make this Agreement available to the public upon request, only the redacted version of this Agreement may be made available.

13.02 Where this Agreement permits or requires the Employer to disclose information to the Union that could reasonably be expected to threaten public health, public safety, or law enforcement, the Union will take appropriate measures to safeguard such information and use it only for the purposes of administering this Agreement.

ARTICLE 14 – GENERAL

14.01 In the event that any provision or part of any provision of this Agreement is deemed to be void, invalid or unenforceable by a court of competent jurisdiction or the Commissioner as applicable, the remaining provisions or parts shall be and remain in full force and effect.

- 14.02 The classifications of Bargaining Unit Members, and number of positions within each classification, required to perform Essential Services during a Strike or Lockout identified in Part B have been determined having regard to the availability of Capable and Qualified Persons who are not members of the bargaining unit. During the currency of this Agreement, the Employer will periodically reassess whether additional Capable and Qualified Persons who are not members of the bargaining unit are available to perform the functions identified in Part B.
- 14.03 The Parties acknowledge that the staffing levels identified in Part B are those that are required to maintain identified essential services, and that changes in staffing levels for normal operations do not, in themselves, require changes to levels for essential services operations.
- 14.04 The Employer maintains and cares for animals. The Parties acknowledge that the care of animals does not fit the legislated definition of Essential Services as outlined in section 95.1 of the Code. It is agreed that care and containment of animals are deemed essential for the purposes of this Agreement.

ARTICLE 15 – JOINT COMMUNICATIONS WITH DESIGNATED ESSENTIAL SERVICES WORKERS

- 15.01 The Parties agree to develop a joint communication from the parties to Designated Essential Services Workers. This communication will ensure Designated Essential Services Workers understand their obligations and will include the following:
- (a) reporting for assigned shifts;
 - (b) reporting to work on time and within the prescribed time limits when placed on-call;
 - (c) completion of essential services when on duty;
 - (d) protocol for calling in sick;
 - (e) protocol for leaves of absence;
 - (f) protocol for reporting to work when responding to emergencies and foreseeable changes to the essential services; and
 - (g) protocol for discussing the strike or lockout while on site.

This Agreement has been executed by the Employer and Union by their respective duly authorized representatives.

THE CROWN IN RIGHT OF ALBERTA

THE ALBERTA UNION OF PROVINCIAL EMPLOYEES

Per:

Per:



Guy Smith

Digitally signed by Guy Smith
Date: 2025.01.29 11:02:42 -07'00'

Heather Caltagirone
Deputy Minister and Public Service Commissioner

Guy Smith
President, Alberta Union of Provincial Employees

Date Signed: 2/4/25

Date Signed: 1/29/25

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DEPARTMENT: AGRICULTURE AND IRRIGATION

Division: Financial Services and SFO

Program: Emergency Management Services

ESSENTIAL SERVICE REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	1
Total number of capable and qualified opted out & excluded staff to perform essential services	0
Total number of bargaining unit members required fulfill Designated Essential Service Worker (DESW) positions during essential services operations	2 call back
Total number required to support the essential service operations	3

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: J.G. O'DONOGHUE BUILDING

Address: Main Floor, J.G. O'Donoghue Building, 7000-113 Street, Edmonton, AB

DESW	Job Title	Classification	Schedule
AB10000			
2	Emergency Management Officer	Program Services 4	Callback –In the event of an emergency
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide Agriculture and Irrigation risk and emergency management advice and expertise (all hazards) to municipalities, industry groups and farmers/ producers dealing with emergency events. For example, animal disaster events in the provincial animal and poultry industry, significant crop pest outbreaks in Alberta, significant foodborne illness outbreaks, flood, fire, etc. • Mobilizes the department's business continuity team members in a timely fashion to assess emergency situations and to develop options for consideration and implementation. • Point of contact for all business continuity matters internal and external to the department. • Ensures on-going development and maintenance of business continuity plans and procedures to ensure the department can quickly respond to any business interruption/emergency. 			
Emergency triggers			
<ul style="list-style-type: none"> • Level of response will relate to the nature and severity of the emergency. Response activities last as long as necessary to deal with the hazards and consequences. 			

Division: Primary Agriculture

Program: Water Infrastructure and Operations Branch

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of essential service positions to be filled with capable and qualified managers	11
Total number of essential service positions to be filled with capable and qualified opted out & excluded staff	12 (Engineers)
Total number of bargaining unit members required fulfill DESW positions during essential services operations	32
Total number required to support the essential service operations	55
TERMS AND CONDITIONS	
Dependent upon the emergency situation, all staff may be required to attend work and required to work overtime hours at any time.	

LOCATION: ST MARY DAM OFFICE, MAIN FLOOR SPRING COULEE, ALBERTA

KEY ASSETS: Waterton-St. Mary Headworks System, Mountain View Leavitt Aetna Headworks System, Tyrell Rush Water Management System

DESW	Job Title	Classification	Schedule
AB10001			
5	Team Leader, Operations Technologist, Operations and Maintenance Supervisor, Operations and Maintenance Technologist	Technologies 4, 5, 6 and 7	5 X Monday - Friday 8:00 am – 4:30 pm 1 X 24/7 Standby rotation for 24 Hour Operation (year-round) * Between December 1 st and March 1 st - 4 per shift and a Tech 7 has to form part of the compliment of 4.
Essential Service Work Functions			
<ul style="list-style-type: none"> • Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance. • Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections. • Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life. 			

- Operation and maintenance and surveillance of provincially owned water management structure.

LOCATION: CONTROL BUILDING, MAIN FLOOR, OLD MAN RIVER DAM, PINCHER CREEK, AB

KEY ASSETS: Oldman River Dam, Chain Lakes Dams, Pine Coulee Project

DESW AB10002	Job Title	Classification	Schedule
4	Team Leader, Operations and Maintenance Supervisor, Operations and Maintenance Technologist	Technologies 4, 6 and 7	4 X Monday - Friday 8:00 am – 4:30 pm 1 X 24/7 Standby rotation for 24 Hour Operation (year-round) * Between December 1 st and March 1 st - 3 per shift and a Tech 7 has to form part of the compliment of 3.
Essential Service Work Functions			
<ul style="list-style-type: none"> • Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance. • Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections. • Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life. • Operation and maintenance and surveillance of provincially owned water management structure. 			

LOCATION: FORT MACLEOD SHOP, FORT MACLEOD, AB

KEY ASSETS: Lethbridge Northern Headworks System, Pine Coulee Project, Chain Lakes Dams

DESW AB10003	Job Title	Classification	Schedule
3	Operations and Maintenance Supervisor, Operations and Maintenance Technologist	Technologies 4 and 5	3X Monday - Friday 8:00 am – 4:30 pm 1X 24/7 Standby rotation for 24 Hour Operation during operational season only (April 1st to October 31st) * Between December 1 st and March 1 st - 2 per shift. Tech 7 located out of Oldman Dam will be available for Team Lead assistance if necessary.

Essential Service Work Functions

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance.
- Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections.
- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life.
- Operation and maintenance and surveillance of provincially owned water management structure.

LOCATION: MEDICINE HAT PROVINCIAL BUILDING

Address: 346 – 3 Street, S.E. Medicine Hat, AB

KEY ASSETS: Cavan Lake Headworks System, Cypress Hills Area Projects

DESW AB10004	Job Title	Classification	Schedule
1	Team Leader	Technologies 7	Monday - Friday 8:00 am – 4:30 pm 24/7 Standby for a short-term temporary period during the spring for operations * Between October 1 st and December 31 st - Tech 7 can work 3 days a week to be designated by the Employer.

Essential Service Work Functions

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance.
- Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections.
- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life.
- Operation and maintenance and surveillance of provincially owned water management structure.

LOCATION: INNISFAIL DICKSON DAM OFFICE

Address: Main Floor, Innisfail, AB

KEY ASSETS: Dickson Dam, Bigelow Dam, Klein Lake Dam, Bearberry Creek Project

DESW AB10005	Job Title	Classification	Schedule
4	Team Leader, Operations and Maintenance Supervisor, Operations and Maintenance Technologist	Technologies 4,5 and 7	4X Monday - Friday 8:00 am – 4:30 pm 1X 24/7 Standby rotation for 24 Hour Operation (year-round) * Between December 1 st and March 1 st - 3 per shift and a Tech 7 has to form part of the compliment of 3.
Essential Service Work Functions			
<ul style="list-style-type: none"> • Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance. • Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections. • Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life. • Operation and maintenance and surveillance of provincially owned water management structure. 			

LOCATION: CAMROSE PROVINCIAL BUILDING

Address: Second Floor 4867 50 St Camrose, AB

KEY ASSETS: Buffalo Lake Pumphouse/Parlby Creek System, St. Paul Pumphouse And Water Supply System, Coal Lake Dam, Vermilion Dam, Gull Lake Pumphouse, Pigeon Lake Weir/Creek

DESW AB10006	Job Title	Classification	Schedule
2	Team Leader, Operations and Maintenance Supervisor, Operations and Maintenance Technician	Technologies 6 and 7	2X Monday - Friday 8:00 am – 4:30 pm 1X 24/7 Standby rotation for 24 Hour Operation (year-round)
Essential Service Work Functions			
<ul style="list-style-type: none"> • Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance. • Operations and maintenance for pumping operations for domestic water supply. 			

- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life
- Operation and maintenance and surveillance of provincially owned water management structure.

LOCATION: PEACE RIVER PROVINCIAL BUILDING

Address: 2nd floor, 9621-96 Avenue, Peace River Alberta

KEY ASSETS: South Heart Dams #1 & 2, Figure Eight Lake Dam, Horse Lakes Buffalo Bay Flood Control, Slave Lake Floodway, Sawridge Creek Trash Rack, Hutch Lake Dam

DESW	Job Title	Classification	Schedule
AB10007			
2	Operations and Maintenance Supervisor, Operations and Maintenance Technologist	Technologies 4 and 6	2X Monday - Friday 8:00 am – 4:30 pm 1X 24/7 Standby rotation for 24 Hour Operation *Between November 1 st and March 31 st - 1 per shift with another staff member identified as Standby. The Standby staff member is required to report to work within 90 minutes when two staff members are required for safety purposes.

Essential Service Work Functions

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance.
- Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections.
- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life.
- Operation and maintenance and surveillance of provincially owned water management structure.

LOCATION: SPRUCE GROVE

KEY ASSETS: Paddle River Dam And Diking System, Pembina River Diking System, Thunder Lake Control Structure, Fawcet Lake Control Structure, Twin Lakes Control Structure, Gregoire Lake Weir

DESW AB10008	Job Title	Classification	Schedule
2	Team Leader, Operations and Maintenance Supervisor,	Technologies 5 and 7	2X Monday - Friday 8:00 am – 4:30 pm 1X 24/7 Standby rotation for 24 Hour Operation (year-round) *Between December 1 st and March 1 st - 1 per shift
Essential Service Work Functions			
<ul style="list-style-type: none"> • Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance. • Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections. • Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life. • Operation and maintenance and surveillance of provincially owned water management structure. 			

LOCATION: VULCAN BOW BASIN

Address: 1009 2 Ave N Vulcan, AB

KEY ASSETS: Travers Dam, Little Bow Dam, N & S McGregor Dams, Sheerness Deadfish Pumphouse And Water Supply System, Carseland Bow Headworks, Twin Valley Dam, Clear Lake Project

DESW AB10009	Job Title	Classification	Schedule
3	Team Leader, Operations and Maintenance Supervisor and Operations and Maintenance Technologist	Technologies 4,5 and 7	3X Monday - Friday 8:00 am – 4:30 pm 1X 24/7 Standby rotation for 24 Hour Operation (year-round) *Between December 1 st and March 1 st - 2 per shift and a Tech 7 has to form part of the compliment of 2.
Essential Service Work Functions			

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance.
- Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections.
- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life.
- Operation and maintenance and surveillance of provincially owned water management structure.

LOCATION: DEERFOOT SQUARE

Address: 3rd floor, 2938 – 11 Street NE Calgary, Alberta

KEY ASSETS: Western Headworks Diversion Project, Harvey Passage, Drumheller Dikes, Little Bow/Womens Coulee Diversion Systems, Severn Dam, Loyalist Dam, Canmore Dikes

DESW	Job Title	Classification	Schedule
AB10010			
2	Operations Technologist, Team Leader	Technologies 6 and 7	2X Monday - Friday 8:00 am – 4:30 pm * Between December 1 st and March 1 st - 1 per shift.

Essential Service Work Functions

- Dam Safety Engineering and Technical Support and Dam Safety Compliance Operations and Maintenance.
- Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections.
- Operations and Maintenance ensure compliance with the Water Act, Dam and Canal Safety Regulation and Canadian Dam Association Dam safety guidelines, Interprovincial Apportionment Agreement and Water for Life.
- Operation and maintenance and surveillance of provincially owned water management structure.

LOCATION: OXBRIDGE PLACE

Address: 8th Floor, 9820 106 Street, Edmonton, AB

DESW AB10011	Job Title	Classification	Schedule
4	Dam Safety Technologist	Technologies 5 and 6	4X Monday - Friday 8:00 am – 4:30 pm * Between December 1 st and March 1 st - 3 per shift.
Essential Service Work Functions			
<ul style="list-style-type: none">• Implementation of Dam Safety Regulatory Framework for all dams and canals in the Province, except Energy related projects.• Technical services support with operations and emergency management.• Reading and reviewing geotechnical instrumentation to meet regulated surveillance requirements performing and reporting on dam safety inspections.• Ensure compliance with the Water Act, Water (Ministerial) Regulation, Alberta Dam and Canal Safety Directive, Interprovincial Apportionment Agreement and Water for Life.• Operation and maintenance and surveillance of provincially owned water management structure.			

DEPARTMENT: ARTS, CULTURE AND STATUS OF WOMEN

Division: Heritage

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of essential service positions to be filled with capable and qualified managers	2
Total number of essential service positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	6
Total number required to support essential service operations	8
EMERGENCY TRIGGERS	
<ul style="list-style-type: none"> • Distress or health concerns for one of the animals which would require calling in a vet or taking the animal to a vet clinic for remedy. • Visible distress, behavioral changes, or health concerns for one of the animals at the Royal Alberta Museum which would require calling in a staff member specialized to deal with that animal. • Dead animals which would require proper disposal. • Power outage, equipment or tank failure at the Royal Alberta Museum or Ukrainian Cultural Heritage Village. • Anomalous tank readings, such as water chemistry or temperature. • Animal escape. • Weather (drought, wildfire, floods, extreme temperatures both hot and cold) for animals exposed to the elements. 	

LOCATION: REMINGTON CARRIAGE MUSEUM

Address: 623 Main Street, Cardston, Alberta

DESW AB10100	Job Title	Classification	Schedule
1	Stable Manager	Program Services 2	7.25 hours per day, start and end times may vary due to operational or seasonal requirements
Essential Work functions			
<ul style="list-style-type: none"> • Proper feeding and care of the herd of horses. • Evaluate whether any of the animals are in distress - i.e. Injured, ill, or require more in-depth care from a veterinarian or other specialist. 			

- Purchase and movement of feed from suppliers and from storage areas to barns or fields where the horses are located.
- Moving animals between fields and the museum when required for the health, safety and welfare of the animals.
- Maintenance to water troughs including systems to thaw water tanks in cold weather.
- Checking animals for any signs of stress or illness as well as any ongoing health needs including hoof health and needed farrier work.
- Stable manager also monitors the maintenance of the horse barns and facilities, trains and schedules grooms and other staff interacting with the carriage program and horses and schedules annual and on-call vet visits.
- Exercise horses.

LOCATION: UKRAINIAN CULTURAL HERITAGE VILLAGE

Address: Mundare, Alberta

DESW AB10101	Job Title	Classification	Schedule
1	Historic Farm Program Coordinator	Program Services 2	5 hours per day for the first 2 weeks; 7.25 hours per day after 2 weeks.

Essential Work functions			
<ul style="list-style-type: none"> • Feeding, health and care of the herd of horses. • Evaluate whether the animal is in distress - i.e. Injured, ill, or requires more in-depth care. • Purchase and movement of feed from suppliers and from storage areas to barns or fields where the horses are located. • Moving animals between fields and the museum when required. • Maintenance to water troughs including systems to thaw water tanks in cold weather. • Checking animals for any signs of stress or illness as well as any ongoing health needs including hoof health and needed farrier work. • During the summer season, additional livestock may be present (e.g. chickens, pigs, sheep) that may require feeding, health and care. <ul style="list-style-type: none"> ○ Daily tasks include: purchase and movement of feed from suppliers and from storage areas to feed animals; filling and maintenance of water troughs; checking animals for any signs of stress or illness as well as any ongoing health needs. • Exercise horses. 			

LOCATION: ROYAL ALBERTA MUSEUM

Address: 9810 103a Ave NW, Edmonton, Alberta

DESW AB10102	Durati on	Job Title	Classification	Schedule
0	First 24 hours	Live Animals Supervisor	Info & Creative Tech Services 5	3 workers on site Monday - Friday 8:15 am to 4:30 pm.
1	24 - 48 hours	Live Animals Assistant	Info & Creative Tech Services 2	1 worker on site Sundays from 8:15am to 4:30 pm. NOTE: on the third day of a strike or lockout the staffing compliment will be 3, even if it falls on a weekend day. Emergency Call Back list for after hours and days when no workers scheduled.
*Up to 3	After 48 hours			

Essential Work functions

- Care and maintenance of live animal displays and the live animal support labs.
- Purchasing animal food (e.g. produce, fruit), and ordering, receiving and monitoring the supply of live food (e.g. live crickets).
- Preparing animal food for many different animal species.
- Cleaning tanks and cages as necessary to ensure animal health.
- Checking and maintaining balanced chemistry in 5 large marine tanks.
- Doing water changes for the tanks (marine and freshwater tanks) as necessary to ensure animal health.
- Doing routine maintenance (e.g. changing grow bulbs) as necessary to ensure animal health.
- Dealing with any critical maintenance (e.g. cracked tank or damaged enclosure that could result in injury to animal or animal escape).
- Maintaining plants in greenhouse (e.g. watering, fertilizing, pest management).
- Monitoring and adjusting life support systems as needed (e.g. temperature, lighting levels, humidity levels).
- Checking animals for signs of stress or ill-health.
- Monitors and orders additional supplies and food, and makes critical decisions about animal care, including arranging vet visits when needed (infrequently).

DESW AB10103	Job Title	Classification	Schedule
1	Security Chief	Sheriff, Security & Transport 3	Monday to Friday 8:15 am to 4:30 pm and on call for urgent matters outside these times.

Essential Work functions

- Security management for the museum's main site, as well as any other locations, including day to day direction and approvals to contract security on site(s) 24-7.
- Ensure any dangerous, restricted or potentially hazardous items or collections are managed according to Federal permits, regulations and legislation.
- Ensure Emergency Management systems are functioning or attended to if there is an error or alarm to ensure safety of the animals, research and collections.
- Ensure Security protocols are in place and being followed to ensure culturally sensitive or important items are secure.
- Work with RAM management to ensure Disaster Recovery and contingency plans are formulated and documented in case of emergent situations; and activated in case of emergencies.
- Programming the security system to add or change users. As needed.
- Working with emergency services as needed and responding to requests for information, filing police reports and providing GoA reports for daily incidents.
- Diagnosing hardware and software issues coordinating with building management and contractors.
- Provide daily updates and operational instructions to contract security staff in off hours.

DEPARTMENT: CHILDREN AND FAMILY SERVICES

Division: Child Intervention

General Principles for all Branches of Child Intervention:

The Parties agree that for the duration of a strike or lockout, work will be triaged by management within each region. DESWs will be assigned essential work based on triage priority. Work may not necessarily be from their regular caseload or office and worker eligibility will not be limited to those who work only in the open sites. Attempts would be made to follow Practice Principles, but it is understood that this may not be possible and DESWs will be assigned work as needed. For example:

- For Edmonton and North, initial calls will go to North CIIRT (Child Intervention Intake Response Team) and be distributed to appropriate geographic office serving that family. South CIIRT will be taking calls for Calgary, South and Central. CIIRT will be operating on a 24/7 basis for the duration of a strike or lockout.
- Edmonton intake work will be centralized through CIIRT and work will be assigned to the 4 open offices (one site open for each zone of the city).
- Calgary intake work will be centralized through CIIRT and will be assigned to the five open offices. Phones from closed sites will be forwarded to identified open sites.

Generally, permanency work (adoption, kinship/foster) does not meet the definition of an essential service, except for urgent work required for the purposes of child safety.

Essential services support for Delegated First Nations Agencies (DFNAs) would not require bargaining unit staff. For emergent support the Field Operations Liaison leadership team would provide support to DFNAs if appropriate.

Program Policy and Program Design Branch will not require any bargaining unit staff. There are no essential services delivered by the Branch.

With respect to the HSW positions, the Employer will refer to the Delegation Schedule to ensure that assigned work is aligned with the Essential Services Agreement (ESA). Eligibility lists will include HSW employees delegated to perform the work of the classification. For example, all delegated HSW 5 and HSW 6's are expected to take a report under CYFEA and complete screenings. Should an eligible worker be assigned work in an area where they do not have the required specialized training, they may refuse said work if it would endanger the life, health or safety of the client.

Program: Provincial Campus Based Treatment Centres

LOCATION: YELLOWHEAD YOUTH CBTC

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified managers *	16	16	12
Total number of essential service positions to be filled with capable and qualified opted out & excluded staff	0	0	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	50	50	50
Total number required to support the essential service operations	66	66	62

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

DESW AB10150	Duration	Job Title	Classification	Schedule
1	First 72 hours	Psychologist	Psychologist 2	Monday-Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> Complete secure treatment assessments as required by legislation. 				
*High Prairie/Lac La Biche/Sifton will use contracted psychological services as they do not have psychologists on staff.				

DESW AB10151	Schedule	Job Title	Classification
13 TL per day (1 per shift, per house with the exception of overnight)	Day shift 7:00 am - 3:15 pm (6 TLs)	Team Lead Child and Youth Care Worker	Child and Youth Care Worker 2 1 TL is required for overnight shift
	Evening shift 2:45 pm - 11 pm (6 TLs)		
	Night shift 10:50 pm - 7:05 am (1 TL)		
Essential Service Work Functions			

- Ensures that the therapeutic and social environment is safe and secure and that the individual treatment plans are followed and are meeting the unique needs of each youth.
- Responsible for the day-to-day operation of the program/house and the supervision of Child and Youth Care Counsellor I's. This entails assigning, monitoring, and assessing work and activities of the Child and Youth Care Counsellors and the Child and Youth Care Team Leaders.
- Provides leadership, support, role modelling and expertise to the team they supervise.

DESW AB10152	Schedule	Job Title	Classification
36 CYC1 per day	Day shift 7:00 am - 3:15 pm	Child and Youth Care Worker	Child and Youth Care Worker 1
Day shift: 12	Evening shift 2:45 pm - 11:00 pm		
Evening: 12	Night shift 10:50 pm - 7:05 am		
Overnight: 12			
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide direct services to support the needs of youth and their families. • Evaluate individual treatment plans, monitor and record behaviour. • Provide input to the treatment team. 			

LOCATION: LAC LA BICHE

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified managers *	4	4	2
Total number of essential service positions to be filled with capable and qualified opted out & excluded staff	0	0	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	8	8	8
Total number required to support the essential service operations	12	12	10

Address: 9540 - 94 Avenue, Lac La Biche, AB

DESW AB10153	Job Title	Classification	Schedule
1 per day shift	Team Lead	Child and Youth Care Counsellors 2	24 / 7 Operation Day Shift (6:45 am to 3:00 pm) Evening Shift (2:45 pm to 11:00 pm) Night Shift (10:45 pm to 7:05 am)
1 per evening shift			
0 per night shift			
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensures that the therapeutic and social environment is safe and secure and that the individual treatment plans are followed and are meeting the unique needs of each youth. • Responsible for the day to day operation of the program/house and the supervision of Child and Youth Care Counsellor I's. This entails assigning, monitoring and assessing work and activities of Child and Youth Care Counsellors. • Provides leadership, support, role modelling and expertise to the team they supervise. 			
Foreseeable changes			
See above changes to required number of DESW after a period of time.			

DESW AB10154	Job Title	Classification	Schedule
2 per day shift	Child and Youth Care Worker	Child and Youth Care Counsellors 1	24 / 7 Operation Day Shift (6:45 am to 3:00 pm) Evening Shift (2:45 pm to 11:00pm) Night Shift (10:45 pm to 7:05am)
2 per evening shift			
2 per night shift			
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide direct services to support the needs of youth and their families. • Evaluate individual treatment plans, monitor and record behaviour. • Provide input to the treatment team. • Provide direct 1-1 services to secure/high needs youth. 			
Foreseeable changes			
See above changes to required number of DESW after a period of time.			

*LOCATION: HIGH PRAIRIE***

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified managers *	4	4	2
Total number of essential service positions to be filled with capable and qualified opted out & excluded staff	0	0	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	8	8	8
Total number required to support the essential service operations	12	12	10

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

** Note: High Prairie Campus Based Treatment Centre is currently closed for renovations. The Essential Services Requirements are based on the numbers of positions required to perform essential services when the Centre re-opens. While the renovations are ongoing, there are no Essential Services Requirements for this Centre.

DESW	Schedule	Job Title	Classification
AB10155	*Rotation of 6 days on and 3 days off		
1 per day shift	Day shift 6:45 am-3:00 pm	Team Lead	Child and Youth Care Worker 2
1 per evening shift	Evening shift 2:45 pm-11:00 pm		
0 per night shift	Night shift 10:45 pm – 7:05 am		

Essential Service Work Functions

- Ensures that the therapeutic and social environment is safe and secure and that the individual treatment plans are followed and are meeting the unique needs of each youth.
- Responsible for the day to day operation of the program/house and the supervision of Child and Youth Care Counsellor I's. This entails assigning, monitoring and assessing work and activities of the Child and Youth Care Counsellors and the Child and Youth Care Team Leaders.
- Provides leadership, support, role modelling and expertise to the team they supervise.

DESW	Schedule	Job Title	Classification
AB10156	*Rotation of 6 days on and 3 days off		

2	Day shift 6:45 am-3:00 pm	Child and Youth Care Worker	Child and Youth Care Worker 1
2	Evening shift 2:45 pm-11:00 pm		
2	Night shift 10:45 pm – 7:05 am		

Essential Service Work Functions

- Provide direct services to support the needs of youth and their families.
- Evaluate individual treatment plans, monitor and record behaviour.
- Provide input to the treatment team.
- Provide direct 1-1 services to secure/high needs youth.

LOCATION: SIFTON

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified managers *	4	4	2
Total number of essential service positions to be filled with capable and qualified opted out & excluded staff	0	0	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	8	8	8
Total number required to support the essential service operations	12	12	10

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

DESW	Job Title	Classification	Schedule
AB10157			
2 per day: 1 per day shift 1 per evening shift	Team Lead Child and Youth Care Worker	Child and Youth Care Worker 2	24 hour operation Day shift: 7:00 am - 3:00 pm Evening Shift: 3:00 pm-11:00 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensures that the therapeutic and social environment is safe and secure and that the individual treatment plans are followed and are meeting the unique needs of each youth. 			

- Responsible for the day to day operation of the program/house and the supervision of Child and Youth Care Counsellor I's. This entails assigning, monitoring and assessing work and activities of Child and Youth Care Counsellor.
- Provides leadership, support, role modelling and expertise to the team they supervise.

Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW AB10158	Job Title	Classification	Schedule
6 per day: 2 per shift - Day 2 per shift - Evening 2 per shift - Night	Child and Youth Care Worker	Child and Youth Care Worker 1	24 hour operation Day shift: 7:00 am - 3:00 pm Evening Shift: 3:00 pm-11:00 pm Night Shift: 11:00 pm to 7:05 am

Essential Service Work Functions

- Provide direct services to support the needs of youth and their families.
- Evaluate individual treatment plans, monitor and record behaviour.
- Provide input to the treatment team.

Foreseeable changes

See above changes to required number of DESW after a period of time.

*LOCATION: SAAMIS, MEDICINE HAT***

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified managers *	4	4	2
Total number of essential service positions to be filled with capable and qualified opted out & excluded staff	0	0	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	8	8	8
Total number required to support the essential service operations	12	12	10

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

** Note: SAAMIS Campus Based Treatment Centre is not yet operational. The Essential Services Requirements are based on the numbers of positions required to perform essential services when the Centre opens. Until the Centre opens, there are no Essential Services Requirements for this Centre.

Address: 87 Cuyler Rd S E, Medicine Hat,

DESW AB10159	Job Title	Classification	Schedule
1 per day shift	Team Lead	Child and Youth Care Counsellors 2	24 / 7 Operation Day Shift (6:45 am – 3:00 pm) Evening Shift (2:45 pm to 11:00 pm) Night Shift (10:50 pm to 7:05 am)
1 per evening shift			
0 per night shift			
Essential Service Work Functions			
<ul style="list-style-type: none"> Ensures that the therapeutic and social environment is safe and secure and that the individual treatment plans are followed and are meeting the unique needs of each youth. Responsible for the day to day operation of the program/house and the supervision of Child and Youth Care Counsellor I's. This entails assigning, monitoring and assessing work and activities of Child and Youth Care Counsellors. Provides leadership, support, role modelling and expertise to the team they supervise. 			
Foreseeable changes			
See above changes to required number of DESW after a period of time.			

DESW AB10160	Job Title	Classification	Schedule
2 per day shift	Child and Youth Care Worker	Child and Youth Care Counsellors 1	24 / 7 Operation Day Shift (6:45 am – 3:00 pm) Evening Shift (2:45 pm to 11:00pm) Night Shift (10:50 pm to 7:05am)
2 per evening shift			
2 per night shift			
Essential Service Work Functions			
<ul style="list-style-type: none"> Provide direct services to support the needs of youth and their families. Evaluate individual treatment plans, monitor and record behaviour. Provide input to the treatment team. Provide direct 1-1 services to secure/high needs youth. 			
Foreseeable changes			
See above changes to required number of DESW after a period of time.			

EDMONTON REGION

ESSENTIAL SERVICE REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified managers *	21	21	26
Total number of essential service positions to be filled with capable and qualified opted out & excluded staff	1	1	1
Total number of bargaining unit members required fulfill DESW positions during essential services operations	20	163	175
Total number required to support the essential service operations	42	185	202

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role

Foreseeable changes:
For the Short Term (first 72 hours), the following offices will be open: <ul style="list-style-type: none"> - Northern CIIRT
For both Medium and Long Term (after 72 hours), the following four Edmonton sites* will open: <ul style="list-style-type: none"> - Southwest Edmonton: 3058-106 Street, Edmonton, AB - Energy Square (Central): 800. 10109 106 Street, Edmonton, AB - West Edmonton: 105, 8944-182 Street, Edmonton, AB - Clareview (Northeast): 14075 Victoria Trail, Edmonton, AB
* The Child Intervention Practitioner DESW allocations within the four Edmonton sites are identified below; however, these allocations may be shifted by the Employer based upon operational requirements.

LOCATION: NORTHERN CHILD INTERVENTION INTAKE RESPONSE TEAM (CIIRT), UNITY BUILDING

Address: 10805, 120th Street, Edmonton, AB

DESW AB10161			Shifts	Job Title	Classification
First 72 hrs	72 hrs - 1 week	After 1 Week	(As per current scheduled shift rotation for 24/7 operation)		
4	6	6	Total	Child Intervention Supervisor	Human Services Worker 7
1	2	2	8:15 am - 4:30 pm (M-F)		
1	1	1	8:30 am - 7:21 pm (4 on 4 off rotation)		
1	2	2	1:00 pm - 11:51 pm (4 on 4 off rotation)		
1	1	1	11:51 pm - 8:30 am standby (4 on 4 off rotation)		
Essential Service Work Functions					
<ul style="list-style-type: none"> • Provide support and direction to the Child Intervention Practitioner staff (SCIP and CIP) and Administrative Support staff. • Ensure services are delivered in accordance with the <i>Child Youth and Family Enhancement Act</i> legislation and Ministerial policies and procedures, so that clients receive appropriate services. • Review and approve safety plans. Consult on more complex files. 					
<ul style="list-style-type: none"> • Foreseeable changes 					
<ul style="list-style-type: none"> • See above changes to required number of DESW after a period of time. 					

DESW AB10162			Shifts	Job Title	Classification
First 72 hrs	72 hrs - 1 week	After 1 Week			
10	10	10	Total	Senior Child Intervention Practitioner	Human Services Worker 6
2	2	2	7:00 am – 7:00 pm		
1	1	1	8:30 am – 4:30 pm		
1	1	1	9:00 am – 9:00 pm		
1	1	1	11:00 am – 11:00 pm		
1	1	1	12:00 pm – 12:00 am		
1	1	1	2:00 pm – 2:00 am		
1	1	1	4:00 pm – 4:00 am		
2	2	2	7:00 pm – 7:00 am		
Essential Service Work Functions					
<ul style="list-style-type: none"> • Information gathering at intake phase, including collateral calls as necessary. • Review of information at intake phase and consultation with supervisor. • Assessment of children/youth to determine need for intervention and type of intervention. • Consult with supervisor as required. • Develop safety plan, provide interventions as required. • Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families. • Prepare parents and children for court, including necessary court documentation and attending court as necessary. • Monitor case plans to ensure on-going safety. • Respond to crisis on caseloads, as necessary. 					
Foreseeable changes					
See above changes to required number of DESW after a period of time.					

DESW AB10163			Shifts	Job Title	Classification
First 72 hrs	72 hrs - 1 week	After 1 Week		Senior Child Intervention Practitioners – CARRT & AVIRT Teams	Human Services Worker 6
5	5	5	Total		
1	1	1	7:00 AM – 6:30 PM CARRT		
1	1	1	3:00 PM – 2:00 AM CARRT		
1	1	1	5:00 PM – 4:00 AM CARRT		
2	2	2	7:30 AM – 6:30 PM AVIRT		

Essential Service Work Functions

- Information gathering at intake phase, including collaterals calls as necessary.
- Review of information at intake phase and consultation with supervisor.
- Assessment of children/youth to determine need for intervention and type of intervention.
- Consult with supervisor as required.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW AB10164	Duration	Job Title	Classification	Schedule
1	First 72 hours	Administrative Support	Administrative Support 6	Monday-Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week	Supervisor		
1	After 1 week			

Essential Service Work Functions

- Operator/ supervisor role for processing invoices/ executing payments, creation of vouchers, gift cards/ p-card purchases, support IT.

<ul style="list-style-type: none"> • Emergency payments for children, youth and caregivers. • 1GX entry support. • General administration duties including but not limited to data entry and running operational reports. • Supervision and support of AS3 and AS4.
Foreseeable changes
See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10165				
0	First 72 hours	Administrative Support	Administrative Support 4	Monday-Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> • Data maintenance of client information with in electronic and paper file systems. • Ensure timely processing of various accounts payable transactions and respond too vendor and client inquiries. • Respond to FOIP requests.
Foreseeable changes
See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10166				
0	First 72 hours	Administrative Support	Administrative Support 3	Monday-Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> • Supporting office functions including but not limited to answering phones, file management (for example, retrieving requested documents for child intervention activities on behalf of children) and receiving emails and facsimiles. • Data entry. • Entering financial information into the system for vendor payments to occur. • Effecting emergency payments for children, youth and caregivers.
Foreseeable changes
See above changes to required number of DESW after a period of time.

LOCATION: SOUTHWEST OFFICE

Address: 3058 – 106 Street, Edmonton, AB

DESW AB10167	Duration	Job Title	Classification	Schedule
0	First 72 hours	Casework Supervisors Child Intervention Supervisor	Human Service Workers 7	Monday-Friday 8:15 am – 4:30 pm
6	After 72 hours – 1 week			
6	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Provide support and direction to the Child Intervention Practitioner staff (SCIP and CIP) and Administrative Support staff. • Ensure services are delivered in accordance with the <i>Child Youth and Family Enhancement Act</i> legislation and Ministerial policies and procedures, so that clients receive appropriate services. • Review and approve safety plans. • Consult on more complex files. 				
Foreseeable changes				
See above changes to required number of DESW after a period of time.				

DESW AB10168	Duration	Job Title	Classification	Schedule
0	First 72 hours	Senior Child Intervention Practitioners	Human Services Worker 6	Monday-Friday 8:15 am - 4:30 pm
5	After 72 hours – 1 week			
8	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Information gathering at intake phase, including collaterals calls as necessary. • Review of information at intake phase and consultation with supervisor. • Assessment of children/youth to determine need for intervention and type of intervention. • Consult with supervisor as required. • Develop safety plan, provide interventions as required. • Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families. • Prepare parents and children for court, including necessary court documentation and attending court as necessary. • Monitor case plans to ensure on-going safety. • Respond to crisis on caseloads, as necessary. 				
Foreseeable changes				

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10169				
0	First 72 hours	Child Intervention Practitioners	Human Services Worker 5	Monday - Friday 8:15 am - 4:30 pm
19	After 72 hours - 1 week			
19	After 1 week			

Essential Service Work Functions

- Information gathering at intake phase, including collaterals calls as necessary.
- Review of information at intake phase and consultation with supervisor.
- Assessment of children/youth to determine need for intervention and type of intervention.
- Consult with supervisor as required.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10170				
0	First 72 hours	Business Team Lead	Administrative Support 6	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions

- Operator/ supervisor role for processing invoices/ executing payments, creation of vouchers, gift cards/ p-card purchases, support IT.
- Emergency payments for children, youth and caregivers.
- 1GX entry support.
- General administration duties including but not limited to data entry and running operational reports.
- Supervision and support of AS3 and AS4.

Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10171				
0	First 72 hours	Administrative Support	Administrative Support 4	Monday - Friday 8:15 am - 4:30 pm
3	After 72 hours - 1 week	Supervisor		
3	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Data maintenance of client information with in electronic and paper file systems. • Ensure timely processing of various accounts payable transactions and respond too vendor and client inquiries. • Respond to FOIP requests. 				
Foreseeable changes				
See above changes to required number of DESW after a period of time.				

LOCATION: ENERGY SQUARE

Address: #800, 10109 - 106 Street, Edmonton AB

DESW	Duration	Job Title	Classification	Schedule
AB10167				
0	First 72 hours	Child Intervention	Human Service Workers 7	Monday - Friday 8:15 am - 4:30 pm
6	After 72 hours - 1 week	Supervisor		
6	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Provide support and direction to the Child Intervention Practitioner staff (SCIP and CIP) and Administrative Support staff. • Ensure services are delivered in accordance with the <i>Child Youth and Family Enhancement Act</i> legislation and Ministerial policies and procedures, so that clients receive appropriate services. • Review and approve safety plans. • Consult on more complex files. 				
Foreseeable changes				
See above changes to required number of DESW after a period of time.				

DESW AB10168	Duration	Job Title	Classification	Schedule
0	First 72 hours	Senior Child Intervention Practitioners	Human Services Worker 6	Monday- Friday 8:15 am - 4:30 pm
5	After 72 hours – 1 week			
8	After 1 week			

Essential Service Work Functions

- Information gathering at intake phase, including collaterals calls as necessary.
- Review of information at intake phase and consultation with supervisor.
- Assessment of children/youth to determine need for intervention and type of intervention
- Consult with supervisor as required.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW AB10169	Duration	Job Title	Classification	Schedule
0	First 72 hours	Child Intervention Practitioners	Human Services Worker 5	Monday - Friday 8:15 am - 4:30 pm
19	After 72 hours – 1 week			
19	After 1 week			

Essential Service Work Functions

- Information gathering at intake phase, including collaterals calls as necessary.
- Review of information at intake phase and consultation with supervisor.
- Assessment of children/youth to determine need for intervention and type of intervention
- Consult with supervisor as required.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.

<ul style="list-style-type: none"> • Prepare parents and children for court, including necessary court documentation and attending court as necessary. • Monitor case plans to ensure on-going safety. • Respond to crisis on caseloads, as necessary.
Foreseeable changes
See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10170				
0	First 72 hours	Business Team Lead	Administrative Support 6	Monday - Friday 8:15 am-4:30 pm
1	After 72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> • Operator/ supervisor role for processing invoices/ executing payments, creation of vouchers, gift cards/ p-card purchases, support IT. • Emergency payments for children, youth and caregivers. • 1GX entry support. • General administration duties including but not limited to data entry and running operational reports. • Supervision and support of AS3 and AS4.
Foreseeable changes
See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10171				
0	First 72 hours	Administrative Support Supervisor	Administrative Support 4	Monday - Friday 8:15 am-4:30 pm
3	After 72 hours - 1 week			
3	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> • Data maintenance of client information within electronic and paper file systems. • Ensure timely processing of various accounts payable transactions and respond to vendor and client inquiries. • Respond to FOIP requests.
Foreseeable changes

See above changes to required number of DESW after a period of time.

LOCATION: WEST EDMONTON OFFICE

Address: 105, 8944-182 Street, Edmonton, AB

DESW	Duration	Job Title	Classification	Schedule
AB10167				
0	First 72 hours	Child Intervention Supervisor	Human Service Workers 7	Monday – Friday 8:15 am - 4:30 pm
6	After 72 hours – 1 week			
6	After 1 week			

Essential Service Work Functions

- Provide support and direction to the Child Intervention Practitioner staff (SCIP and CIP) and Administrative Support staff.
- Ensure services are delivered in accordance with the *Child Youth and Family Enhancement Act* legislation and Ministerial policies and procedures, so that clients receive appropriate services.
- Review and approve safety plans.
- Consult on more complex files.

Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10168				
0	First 72 hours	Senior Child Intervention Practitioners	Human Services Worker 6	Monday - Friday 8:15 am - 4:30 pm
6	After 72 hours – 1 week			
8	After 1 week			

Essential Service Work Functions

- Information gathering at intake phase, including collaterals calls as necessary.
- Review of information at intake phase and consultation with supervisor.
- Assessment of children/youth to determine need for intervention and type of intervention.
- Consult with supervisor as required.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.

<ul style="list-style-type: none"> • Prepare parents and children for court, including necessary court documentation and attending court as necessary. • Monitor case plans to ensure on-going safety. • Respond to crisis on caseloads, as necessary.
Foreseeable changes
See above changes to required number of DESW after a period of time

DESW	Duration	Job Title	Classification	Schedule
AB10169				
0	First 72 hours	Child Intervention Practitioners	Human Services Worker 5	Monday - Friday 8:15 am - 4:30 pm
20	After 72 hours - 1 week			
20	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> • Information gathering at intake phase, including collaterals calls as necessary. • Review of information at intake phase and consultation with supervisor. • Assessment of children/youth to determine need for intervention and type of intervention. • Consult with supervisor as required. • Develop safety plan, provide interventions as required. • Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families. • Prepare parents and children for court, including necessary court documentation and attending court as necessary. • Monitor case plans to ensure on-going safety. • Respond to crisis on caseloads, as necessary.
Foreseeable changes
See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10170				
0	First 72 hours	Business Team Lead	Administrative Support 6	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions

<ul style="list-style-type: none"> • Operator/ supervisor role for processing invoices/ executing payments, creation of vouchers, gift cards/ p-card purchases, support IT. • Emergency payments for children, youth and caregivers. • 1GX entry support. • General administration duties including but not limited to data entry and running operational reports. • Supervision and support of AS3 and AS4.
Foreseeable changes
See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10171				
0	First 72 hours	Administrative Support	Administrative Support 4	Monday - Friday 8:15 am - 4:30 pm
3	After 72 hours - 1 week	Supervisor		
3	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> • Data maintenance of client information with in electronic and paper file systems. • Ensure timely processing of various accounts payable transactions and respond too vendor and client inquiries. • Respond to FOIP requests.
Foreseeable changes
See above changes to required number of DESW after a period of time.

LOCATION: CLAREVIEW OFFICE (NORTHEAST)

Address: 14075 Victoria Trail, Edmonton, AB

DESW	Duration	Job Title	Classification	Schedule
AB10167				
0	First 72 hours	Child Intervention Supervisor	Human Service Workers 7	Monday - Friday 8:15 am - 4:30 pm
6	After 72 hours - 1 week			
6	After 1 week			
Essential Service Work Functions				

- Provide support and direction to the Child Intervention Practitioner staff (SCIP and CIP) and Administrative Support staff.
- Ensure services are delivered in accordance with the *Child Youth and Family Enhancement Act* legislation and Ministerial policies and procedures, so that clients receive appropriate services.
- Review and approve safety plans.
- Consult on more complex files.

Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10168				
0	First 72 hours	Senior Child Intervention Practitioners	Human Services Worker 6	Monday - Friday 8:15 am - 4:30 pm
5	After 72 hours - 1 week			
8	After 1 week			

Essential Service Work Functions

- Information gathering at intake phase, including collaterals calls as necessary.
- Review of information at intake phase and consultation with supervisor.
- Assessment of children/youth to determine need for intervention and type of intervention.
- Consult with supervisor as required.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10169				
0	First 72 hours	Child Intervention Practitioners	Human Services Worker 5	Monday - Friday 8:15 am - 4:30 pm
19	After 72 hours - 1 week			

19	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Information gathering at intake phase, including collaterals calls as necessary. • Review of information at intake phase and consultation with supervisor. • Assessment of children/youth to determine need for intervention and type of intervention. • Consult with supervisor as required. • Develop safety plan, provide interventions as required. • Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families. • Prepare parents and children for court, including necessary court documentation and attending court as necessary. • Monitor case plans to ensure on-going safety. • Respond to crisis on caseloads, as necessary. 				
Foreseeable changes				
See above changes to required number of DESW after a period of time.				

DESW	Duration	Job Title	Classification	Schedule
AB10170				
0	First 72 hours	Business Team Lead	Administrative Support 6	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions				
<ul style="list-style-type: none"> • Operator/ supervisor role for processing invoices/ executing payments, creation of vouchers, gift cards/ p-card purchases, support IT. • Emergency payments for children, youth and caregivers. • 1GX entry support. • General administration duties including but not limited to data entry and running operational reports. • Supervision and support of AS3 and AS4. 				
Foreseeable changes				
See above changes to required number of DESW after a period of time.				

DESW AB10171	Duration	Job Title	Classification	Schedule
0	First 72 hours	Administrative Support	Administrative Support 4	Monday - Friday 8:15 am - 4:30 pm
3	After 72 hours - 1 week	Supervisor		
3	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Data maintenance of client information within electronic and paper file systems. • Ensure timely processing of various accounts payable transactions and respond too vendor and client inquiries. • Respond to FOIP requests. 				
Foreseeable changes				
See above changes to required number of DESW after a period of time.				

LOCATION: STONEY PLAIN OFFICE

Address: 4813 47 Avenue, Stoney Plain

DESW AB10172	Duration	Job Title	Classification	Schedule
0	First 72 hours	Child Intervention Practitioners	Human Services Worker 5	Monday to Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			Also rotational standby from start
2	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Information gathering at intake phase, including collaterals calls as necessary. • Review of information at intake phase and consultation with supervisor. • Assessment of children/youth to determine need for intervention and type of intervention. • Consult with supervisor as required. • Develop safety plan, provide interventions as required. • Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families. • Prepare parents and children for court, including necessary court documentation and attending court as necessary. • Monitor case plans to ensure on-going safety. • Respond to crisis on caseloads, as necessary. 				

Foreseeable changes

See above changes to required number of DESW after a period of time.

CALGARY REGION

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours-1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified managers *	23	23	23
Total number of essential service positions to be filled with capable and qualified opted out & excluded staff	0	0	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	10	40	149
Total required to support the essential service operations	33	63	172
<p>For the Short Term (first 72 hours), the Child Intervention Intake and Response Team (CIIRT): #200, 811 14th Street NW, Calgary, AB (Plaza 14 office)</p> <ul style="list-style-type: none"> - Child Advocacy Centre (CAC): #400 3820 24 Ave NW, Calgary, AB (CAC office) <p>For the Medium Term (72 hours - 1 week), the following sites will open.</p> <ul style="list-style-type: none"> - Lancore: 2nd Floor Lancore Square, 1021 - 10 Ave SW, Calgary, AB (Indigenous Services Office) <p>For the Long Term (after 1 week), the following four sites will open:</p> <ul style="list-style-type: none"> - Bowness Center: 2nd Floor 7930 Bowness Road NW, Calgary, AB (Bowness Office) - Trans Canada Mall: #150, 1440 - 52 St NE, Calgary, AB (Forest Lawn Office) - Southwood Corner: #60 - 10233 Elbow Dr. SW, Calgary, AB (South Office) 			

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: CHILD INTERVENTION AND INTAKE RESPONSE TEAM (CIIRT) (PLAZA 14)

Address: #200, 811 - 14 Street N. W. Calgary, AB

DESW AB10173			Shift Schedule	Job Title	Classification
First 72 hours	72 hours – 1 week	After 1 week	As per current scheduled shift rotation for 24/7 operation)		
1	2	2	7:00 am - 7:30 pm (1 DESW on call 5:00 am–7:00 am)	Child Intervention Supervisor	Human Services Worker 7
0	1	1	8:15 am – 4:30 pm		
1	1	1	2:00 pm – 2:30 am		
1	1	1	1 DESW on call 2:30am-5:00am		
Totals					
3	5	5			
Essential Service Work Functions					
<ul style="list-style-type: none"> • Provide support and direction to the child intervention practitioner staff (SCIP and CIP) and administrative staff. • Ensure services are delivered in accordance with the Child Youth and Family Enhancement Act legislation and Ministerial policies and procedures, so that clients receive appropriate services. • Review and approve safety plans. • Consult on more complex files. 					
Foreseeable changes					
See above for changes in the number of DESW's required over a period of time.					

DESW AB10174					Shifts	Job Title	Classification
First 72hr	72 hrs – 1 week		After 1 Week			Senior Child Intervention Practitioner (SCIP)	Human Services Worker 6
M-S	7 M-F	10 S-S	9 M-F	13 S-S	Total		
1	1	3	2	4	7:30 am – 8:05 pm		
1	2	3	3	4	12:00 pm – 12:35 am		
1	2	2	3	3	2:00 pm – 2:35 am		
1	2	2	1	2	7:30 pm – 7:30 am		
Totals							
4	7	10	9	13			
Essential Service Work Functions							
<ul style="list-style-type: none"> • Information gathering at intake phase. • Review of information at intake phase. • Assessment of children/youth to determine need for intervention and type of intervention. • Develop safety plan, provide interventions as required. • Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families. • Prepare parents and children for court, including necessary court documentation and attending court as necessary. • Monitor case plans to ensure on-going safety. • Respond to crisis on caseloads, as necessary. 							
Foreseeable changes							
See above changes to required number of DESW after a period of time.							

DESW AB10175	Duration	Job Title	Classification	Schedule
0	First 72 hours	Child Intervention Practitioner (CIP)	Human Services Worker 5	8:15 am-4:30 pm; schedule to be provided
5	After 72 hours – 1 week			
9	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> • Information gathering at intake phase. • Review of information at intake phase. • Assessment of children/youth to determine need for intervention and type of intervention. • Develop safety plan, provide interventions as required. • Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families. • Prepare parents and children for court, including necessary court documentation and attending court as necessary. • Monitor case plans to ensure on-going safety. • Respond to crisis on caseloads, as necessary.
Foreseeable changes
See above for changes in DESW requirements over a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10176				
1	First 72 hours	Administrative Team Leader	Administrative Support 6	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> • Operator/ supervisor role for processing invoices/ executing payments, creation of vouchers, gift cards/ p-card purchases, support IT. • Emergency payments for children, youth and caregivers. • 1GX entry support. • General administration duties including but not limited to data entry and running operational reports. • Supervision and support of AS3.
Foreseeable changes
See above changes to required number of DESW after a period of time.

DESW AB10177	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm
2	After 72 hours - 1 week			
2	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> Supporting office functions including but not limited to answering phones, file management (for example, retrieving requested documents for child intervention activities on behalf of children) and receiving emails and facsimiles. Data entry. Entering financial information into the system for vendor payments to occur. Effecting emergency payments for children, youth and caregivers. 				
Foreseeable changes				
See above changes to required number of DESW after a period of time.				

CALGARY REGION CHILD ADVOCACY CENTRE (CAC)

Address: #400, 3820 24 Ave NW, Calgary, AB

DESW AB10178	Duration	Job Title	Classification	Schedule
0	First 72 hours	Child Intervention Supervisor	Human Services Worker 7	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
2	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> Provide support and direction to the child intervention practitioner staff (SCIP and CIP) and administrative staff. Ensure services are delivered in accordance with the Child Youth and Family Enhancement Act legislation and Ministerial policies and procedures, so that clients receive appropriate services. Review and approve safety plans. Consult on more complex files. 				
Foreseeable changes				

See above for changes in the number of DESW's required over a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10179				
2 (CARRT)	First 72 hours	Senior Child Intervention Practitioner (SCIP)	Human Services Worker 6	Monday - Friday 8:15 am - 4:30 pm CARRT: 1x 7:00 am – 7:30 pm 1x 1:00 pm – 1:35 am
3 (1 JICAT, 2 CARRT)	After 72 hours – 1 week			
3 (1 JICAT, 2 CARRT)	After 1 week			

Essential Service Work Functions

- Information gathering at intake phase.
- Review of information at intake phase.
- Assessment of children/youth to determine need for intervention and type of intervention.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10180				
0	First 72 hours	Child Intervention Practitioner (CIP)	Human Services Worker 5	Monday - Friday 8:15 am - 4:30 pm
1 (1 JICAT)	After 72 hours – 1 week			
2 (2 JICAT)	After 1 week			

Essential Service Work Functions

- Information gathering at intake phase.

- Review of information at intake phase.
- Assessment of children/youth to determine need for intervention and type of intervention.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10181				
0	First 72 hours	Administrative Team Leader	Administrative Support 6	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions

- Operator/ supervisor role for processing invoices/ executing payments, creation of vouchers, gift cards/ p-card purchases, support IT.
- Emergency payments for children, youth and caregivers.
- 1GX entry support.
- General administration duties including but not limited to data entry and running operational reports.
- Supervision and support of AS3.

Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10182				
0	First 72 hours	Admin Support	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions

- Supporting office functions including but not limited to answering phones, file management (for example, retrieving requested documents for child intervention activities on behalf of children) and receiving emails and facsimiles.
- Data entry.
- Entering financial information into the system for vendor payments to occur.
- Effecting emergency payments for children, youth and caregivers.

Foreseeable changes

See above changes to required number of DESW after a period of time.

LOCATION: LANCORE OFFICE (INDIGENOUS SERVICES OFFICE)

Address: 2nd floor, 1021 - 10th Avenue SW, Calgary, AB

DESW	Duration	Job Title	Classification	Schedule
AB10183				
0	First 72 hours	Child Intervention Supervisor	Human Services Worker 7	Monday - Friday 8:15 am - 4:30 pm
2	After 72 hours - 1 week			
5	After 1 week			

Essential Service Work Functions

- Provide support and direction to the child intervention practitioner staff (SCIP and CIP) and administrative staff.
- Ensure services are delivered in accordance with the Child Youth and Family Enhancement Act legislation and Ministerial policies and procedures, so that clients receive appropriate services.
- Review and approve safety plans.
- Consult on more complex files.

Foreseeable changes

See above for changes in the number of DESW's required over a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10184				
0	First 72 hours	Senior Child Intervention Practitioner (SCIP)	Human Services Worker 6	Monday - Friday 8:15 am - 4:30 pm
4	After 72 hours - 1 week			
10	After 1 week			

Essential Service Work Functions

- Information gathering at intake phase.
- Review of information at intake phase.
- Assessment of children/youth to determine need for intervention and type of intervention
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10185				
0	First 72 hours	Child Intervention Practitioner (CIP)	Human Services Worker 5	Monday - Friday 8:15 am - 4:30 pm
3	After 72 hours - 1 week			
10	After 1 week			

Essential Service Work Functions

- Information gathering at intake phase.
- Review of information at intake phase.
- Assessment of children/youth to determine need for intervention and type of intervention.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary..
- Monitor case plans to ensure on-going safety
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above for changes in DESW requirements over a period of time.

DESW AB10186	Duration	Job Title	Classification	Schedule
0	First 72 hours	Administrative Team Leader	Administrative Support 6	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
3	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Operator/ supervisor role for processing invoices/ executing payments, creation of vouchers, gift cards/ p-card purchases, support IT. • Emergency payments for children, youth and caregivers. • 1GX entry support. • General administration duties including but not limited to data entry and running operational reports. • Supervision and support of AS3. 				
Foreseeable changes				
See above changes to required number of DESW after a period of time.				

DESW AB10187	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm
2	After 72 hours - 1 week			
4	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Supporting office functions including but not limited to answering phones, file management (for example, retrieving requested documents for child intervention activities on behalf of children) and receiving emails and facsimiles. • Data entry. • Entering financial information into the system for vendor payments to occur.. • Effecting emergency payments for children, youth and caregivers. 				
Foreseeable changes				
See above changes to required number of DESW after a period of time.				

LOCATION: BOWNESS CENTRE (BOWNESS OFFICE)

Address: 2nd floor, 7930 Bowness Road NW, Calgary, AB

DESW AB10183	Duration	Job Title	Classification	Schedule
0	First 72 hours	Child Intervention Supervisor	Human Services Worker 7	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			
2	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Provide support and direction to the child intervention practitioner staff (SCIP and CIP) and administrative staff. • Ensure services are delivered in accordance with the Child Youth and Family Enhancement Act legislation and Ministerial policies and procedures, so that clients receive appropriate services. • Review and approve safety plans. • Consult on more complex files. 				
Foreseeable changes				
See above for changes in the number of DESW's required over a period of time.				

DESW AB10184	Duration	Job Title	Classification	Schedule
0	First 72 hours	Senior Child Intervention Practitioner (SCIP)	Human Services Worker 6	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			
10	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Information gathering at intake phase. • Review of information at intake phase. • Assessment of children/youth to determine need for intervention and type of intervention. • Develop safety plan, provide interventions as required. • Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families. • Prepare parents and children for court, including necessary court documentation and attending court as necessary. 				

- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10185				
0	First 72 hours	Child Intervention Practitioner (CIP)	Human Services Worker 5	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			
10	After 1 week			

Essential Service Work Functions

- Information gathering at intake phase.
- Review of information at intake phase.
- Assessment of children/youth to determine need for intervention and type of intervention.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10186				
0	First 72 hours	Administrative Team Leader	Administrative Support 6	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			
2	After 1 week			

Essential Service Work Functions

- Operator/ supervisor role for processing invoices/ executing payments, creation of vouchers, gift cards/ p-card purchases, support IT.
- Emergency payments for children, youth and caregivers.
- 1GX entry support.

<ul style="list-style-type: none"> • General administration duties including but not limited to data entry and running operational reports. • Supervision and support of AS3.
Foreseeable changes
See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10187				
0	First 72 hours	Admin Support	Administrative Support 3	Monday - Friday 8:15am - 4:30 pm
0	After 72 hours - 1 week			
2	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> • Supporting office functions including but not limited to answering phones, file management (for example, retrieving requested documents for child intervention activities on behalf of children) and receiving emails and facsimiles. • Data entry. • Entering financial information into the system for vendor payments to occur. • Effecting emergency payments for children, youth and caregivers.
Foreseeable changes
See above changes to required number of DESW after a period of time.

LOCATION: TRANS-CANADA MALL (FOREST LAWN OFFICE)

Address: 150, 1440 - 52 St NE, Calgary, AB

DESW	Duration	Job Title	Classification	Schedule
AB10183				
0	First 72 hours	Child Intervention Supervisor	Human Services Worker 7	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			
2	After 1 week			
Essential Service Work Functions				

<ul style="list-style-type: none"> • Provide support and direction to the child intervention practitioner staff (SCIP and CIP) and administrative staff. • Ensure services are delivered in accordance with the Child Youth and Family Enhancement Act legislation and Ministerial policies and procedures, so that clients receive appropriate services. • Review and approve safety plans. • Consult on more complex files.
Foreseeable changes
See above for changes in the number of DESW's required over a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10184				
0	First 72 hours	Senior Child Intervention Practitioner (SCIP)	Human Services Worker 6	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			
10	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> • Information gathering at intake phase. • Review of information at intake phase. • Assessment of children/youth to determine need for intervention and type of intervention. • Develop safety plan, provide interventions as required. • Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families. • Prepare parents and children for court, including necessary court documentation and attending court as necessary. • Monitor case plans to ensure on-going safety. • Respond to crisis on caseloads, as necessary.
Foreseeable changes
See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10185				
0	First 72 hours	Child Intervention Practitioner (CIP)	Human Services Worker 5	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			
10	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> • Information gathering at intake phase.

- Review of information at intake phase.
- Assessment of children/youth to determine need for intervention and type of intervention.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10186				
0	First 72 hours	Administrative Team Leader	Administrative Support 6	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			
2	1 week - 3 weeks			

Essential Service Work Functions

- Operator/ supervisor role for processing invoices/ executing payments, creation of vouchers, gift cards/ p-card purchases, support IT.
- Emergency payments for children, youth and caregivers.
- 1GX entry support.
- General administration duties including but not limited to data entry and running operational reports.
- Supervision and support of AS3.

Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW AB10187	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			
2	1 week - 3 weeks			
Essential Service Work Functions				
<ul style="list-style-type: none"> Supporting office functions including but not limited to answering phones, file management (for example, retrieving requested documents for child intervention activities on behalf of children) and receiving emails and facsimiles. Data entry. Entering financial information into the system for vendor payments to occur. Effecting emergency payments for children, youth and caregivers. 				
Foreseeable changes				
See above changes to required number of DESW after a period of time.				

LOCATION: SOUTHWOOD CORNER (SOUTH OFFICE)

Address: #60, 10233 Elbow Drive SW, Calgary AB

DESW AB10183	Duration	Job Title	Classification	Schedule
0	First 72 hours	Child Intervention Supervisor	Human Services Worker 7	Monday to Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			
2	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> Provide support and direction to the child intervention practitioner staff (SCIP and CIP) and administrative staff. Ensure services are delivered in accordance with the Child Youth and Family Enhancement Act legislation and Ministerial policies and procedures, so that clients receive appropriate services. Review and approve safety plans. Consult on more complex files. 				

Foreseeable changes
See above for changes in the number of DESW's required over a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10184				
0	First 72 hours	Senior Child Intervention Practitioner (SCIP)	Human Services Worker 6	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			
10	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> • Information gathering at intake phase. • Review of information at intake phase. • Assessment of children/youth to determine need for intervention and type of intervention. • Develop safety plan, provide interventions as required. • Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families. • Prepare parents and children for court, including necessary court documentation and attending court as necessary. • Monitor case plans to ensure on-going safety. • Respond to crisis on caseloads, as necessary.
Foreseeable changes
See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10185				
0	First 72 hours	Child Intervention Practitioner (CIP)	Human Services Worker 5	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			
10	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> • Information gathering at intake phase. • Review of information at intake phase. • Assessment of children/youth to determine need for intervention and type of intervention. • Develop safety plan, provide interventions as required. • Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.

<ul style="list-style-type: none"> • Prepare parents and children for court, including necessary court documentation and attending court as necessary. • Monitor case plans to ensure on-going safety. • Respond to crisis on caseloads, as necessary.
Foreseeable changes
See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10186				
0	First 72 hours	Administrative Team Leader	Administrative Support 6	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			
2	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> • Operator/ supervisor role for processing invoices/ executing payments, creation of vouchers, gift cards/ p-card purchases, support IT. • Emergency payments for children, youth and caregivers. • 1GX entry support. • General administration duties including but not limited to data entry and running operational reports. • Supervision and support of AS3.
Foreseeable changes
See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10187				
0	First 72 hours	Admin Support	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			
2	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> • Supporting office functions including but not limited to answering phones, file management (for example, retrieving requested documents for child intervention activities on behalf of children) and receiving emails and facsimiles. • Data entry. • Entering financial information into the system for vendor payments to occur.

- Effecting emergency payments for children, youth and caregivers.

Foreseeable changes

See above changes to required number of DESW after a period of time.

NORTH REGION

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified managers *	18	18	12
Total number of essential service positions to be filled with capable and qualified opted out & excluded staff	1	1	1
Total number of bargaining unit members required fulfill DESW positions during essential services operations	22	47	75
Total number required to support the essential service operations	41	66	88
Foreseeable Changes			
Delegated DESW supervisors and HSW 5/6 staff required rotational standby for urgent after hours responses and in situations where in-person response is required from the start of job action.			

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: EDSON PROVINCIAL BUILDING

Address: Suite 100, 111 - 54 Street, Edson, AB

DESW	Duration	Job Title	Classification	Schedule
AB10188				
1	First 72 hours	Senior Child Intervention Practitioner (SCIP)	Human Services Worker 6	Monday - Friday 8:15 am - 4:30 pm
2	After 72 hours - 1 week			Also rotational standby from start
2	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> • Information gathering at intake phase, including collaterals calls as necessary. • Review of information at intake phase and consultation with supervisor. • Assessment of children/youth to determine need for intervention and type of intervention. • Consult with supervisor as required. • Develop safety plan, provide interventions as required. • Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families. • Prepare parents and children for court, including necessary court documentation and attending court as necessary. • Monitor case plans to ensure on-going safety. • Respond to crisis on caseloads, as necessary.
Foreseeable changes
See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10189				
0	First 72 hours	Admin Support	Administrative Support 6	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> • Operator/ supervisor role for processing invoices/ executing payments, creation of vouchers, gift cards/ p-card purchases, support IT. • Emergency payments for children, youth and caregivers. • 1GX entry support.
Foreseeable changes
See above for changes in the number of DESW required.

DESW AB10190	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> Supporting office functions including but not limited to answering phones, file management (for example, retrieving requested documents for child intervention activities on behalf of children) and receiving emails and facsimiles. Data entry. Entering financial information into the system for vendor payments to occur. Effecting emergency payments for children, youth and caregivers. 				
Foreseeable changes				
See above for changes in the number of DESW required.				

LOCATION: HINTON TOWN OFFICE BUILDING

Address: 1st floor 131 Civic Centre Road, Hinton, AB

DESW AB10191	Duration	Job Title	Classification	Schedule
0	First 72 hours	Supervisor	Human Services Worker 7	Monday - Friday 8:15 am - 4:30 pm Also rotational standby from start
0	After 72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> Provide support and direction to the child intervention practitioner staff (SCIP and CIP) and administrative staff. Ensure services are delivered in accordance with the Child Youth and Family Enhancement Act legislation and Ministerial policies and procedures, so that clients receive appropriate services. Review and approve safety plans. Consult on more complex files. 				
Foreseeable changes				
Also covering Edson for first 72 hours due to large distances (Grande Cache). See above changes to required number of DESW after a period of time.				

DESW AB10192	Duration	Job Title	Classification	Schedule
0	First 72 hours	Senior Child Intervention Practitioner (SCIP)	Human Services Worker 6	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			Also rotational standby from start
1	After 1 week			

Essential Service Work Functions

- Information gathering at intake phase, including collaterals calls as necessary.
- Review of information at intake phase and consultation with supervisor.
- Assessment of children/youth to determine need for intervention and type of intervention.
- Consult with supervisor as required.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

Also covering Edson for first 72 hours due to large distances (Grande Cache).

See above changes to required number of DESW after a period of time.

LOCATION: WESTLOCK

Address: 11304 - 99 Street, Westlock, AB

DESW AB10193	Duration	Job Title	Classification	Schedule
0	First 72 hours	Child Intervention Supervisor	Human Services Worker 7	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			Also rotational standby from start
1	After 1 week			

Essential Service Work Functions

- Provide support and direction to the child intervention practitioner staff (SCIP and CIP) and administrative staff.

- Ensure services are delivered in accordance with the Child Youth and Family Enhancement Act legislation and Ministerial policies and procedures, so that clients receive appropriate services.
- Review and approve safety plans.
- Consult on more complex files.

Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10194				
1	First 72 hours	Senior Child Intervention Practitioner (SCIP)	Human Services Worker 6	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week		Human Services Worker 5	Also rotational standby from start
2	After 1 week	Child Intervention Practitioner (CIP)		

Essential Service Work Functions

- Information gathering at intake phase, including collaterals calls as necessary.
- Review of information at intake phase and consultation with supervisor.
- Assessment of children/youth to determine need for intervention and type of intervention.
- Consult with supervisor as required.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW AB10195	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 4	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> Supporting office functions including but not limited to answering phones, file management (for example, retrieving requested documents for child intervention activities on behalf of children) and receiving emails and facsimiles. Data entry. Entering financial information into the system for vendor payments to occur. Effecting emergency payments for children, youth and caregivers. 				
Foreseeable changes				
See above for changes in the number of DESW required.				

LOCATION: ATHABASCA DUNIECE CENTRE

Address: 3rd Floor 4810 - 50 Street Athabasca, AB

DESW AB10196	Duration	Job Title	Classification	Schedule
1	First 72 hours	Senior Child Intervention Practitioner (SCIP) Child Intervention Practitioner (CIP)	Human Services Worker 6	Monday - Friday 8:15 am - 4:30 pm
2	After 72 hours - 1 week		Human Services Worker 5	Also rotational standby from start
2	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> Information gathering at intake phase, including collateral calls as necessary. Review of information at intake phase and consultation with supervisor. 				

- Assessment of children/youth to determine need for intervention and type of intervention.
- Consult with supervisor as required.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

Cover Slave Lake for first 72 hours.

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10197				
1	First 72 hours	Administrative Team Lead	Administrative Support 6	Monday - Friday 8:15 am - 4:30 pm Also rotational standby from start
0	After 72 hours - 1 week			
0	After 1 week			

Essential Service Work Functions

- Operator/ supervisor role for processing invoices/ executing payments, creation of vouchers, gift cards/ p-card purchases, support IT.
- Emergency payments for children, youth and caregivers.
- 1GX entry support.
- General administration duties including but not limited to data entry and running operational reports.
- Supervision and support of AS3.

Foreseeable changes

This DESW will be required to cover responsibilities in the North Region due to roll and authority related to the Debit Card Process which issues emergency funds to clients in need.

LOCATION: LAC LA BICHE PROVINCIAL BUILDING

Address: 9503 Beaverhill Road, Lac La Biche, AB

DESW AB10198	Duration	Job Title	Classification	Schedule
1	First 72 hours	Child Intervention Practitioner (CIP)	Human Services Worker 5	Monday - Friday 8:15 am - 4:30 pm Also rotational standby from start
1	After 72 hours - 1 week			
2	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Information gathering at intake phase, including collaterals calls as necessary. • Review of information at intake phase and consultation with supervisor. • Assessment of children/youth to determine need for intervention and type of intervention. • Consult with supervisor as required. • Develop safety plan, provide interventions as required. • Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families. • Prepare parents and children for court, including necessary court documentation and attending court as necessary. • Monitor case plans to ensure on-going safety. • Respond to crisis on caseloads, as necessary. 				
Foreseeable changes				
See above changes to required number of DESW after a period of time.				

DESW AB10199	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 4	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Supporting office functions including but not limited to answering phones, file management (for example, retrieving requested documents for child intervention activities on behalf of children) and receiving emails and facsimiles. • Data entry. 				

- Entering financial information into the system for vendor payments to occur.
- Effecting emergency payments for children, youth and caregivers.

Foreseeable changes

See above for changes in the number of DESW required.

LOCATION: COLD LAKE

Address: 5013 - 51 Street, Cold Lake, AB

DESW	Duration	Job Title	Classification	Schedule
AB10200				
1	First 72 hours	Child Intervention Practitioner (CIP)	Human Services Worker 5	Monday - Friday 8:15 am - 4:30 pm
2	After 72 hours - 1 week			Also rotational standby from start
2	After 1 week			

Essential Service Work Functions

- Information gathering at intake phase, including collaterals calls as necessary.
- Review of information at intake phase and consultation with supervisor.
- Assessment of children/youth to determine need for intervention and type of intervention.
- Consult with supervisor as required.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above changes to required number of DESW after a period of time.

LOCATION: BONNYVILLE NEW PARK PLACE

Address: 5201 - 44 Street, Bonnyville, AB

DESW AB10201	Duration	Job Title	Classification	Schedule
0	First 72 hours	Child Intervention Supervisor	Human Services Worker 7	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours – 1 week			Also rotational standby from start
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Provide support and direction to the child intervention practitioner staff (SCIP and CIP) and administrative staff. • Ensure services are delivered in accordance with the Child Youth and Family Enhancement Act legislation and Ministerial policies and procedures, so that clients receive appropriate services. • Review and approve safety plans. • Consult on more complex files. 				
Foreseeable changes				
See above changes to required number of DESW after a period of time.				

DESW AB10202	Duration	Job Title	Classification	Schedule
0	First 72 hours	Child Intervention Practitioner (CIP)	Human Services Worker 5	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours – 1 week			Also rotational standby from start
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Information gathering at intake phase, including collaterals calls as necessary. • Review of information at intake phase and consultation with supervisor. • Assessment of children/youth to determine need for intervention and type of intervention. • Consult with supervisor as required. • Develop safety plan, provide interventions as required. • Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families. • Prepare parents and children for court, including necessary court documentation and attending court as necessary. • Monitor case plans to ensure on-going safety. 				

<ul style="list-style-type: none"> Respond to crisis on caseloads, as necessary.
Foreseeable changes
See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10203				
0	First 72 hours	Admin Support	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> Supporting office functions including but not limited to answering phones, file management (for example, retrieving requested documents for child intervention activities on behalf of children) and receiving emails and facsimiles. Data entry. Entering financial information into the system for vendor payments to occur. Effecting emergency payments for children, youth and caregivers.
Foreseeable changes
See above for changes in the number of DESW required.

LOCATION: ST. PAUL PROVINCIAL BUILDING

Address: 2nd Floor 5025 - 49 Avenue St. Paul, AB

DESW	Duration	Job Title	Classification	Schedule
AB10204				
1	First 72 hours	Child Intervention Supervisor	Human Services Worker 7	Monday - Friday 8:15 am - 4:30 pm Also rotational standby from start
1	After 72 hours - 1 week			
2	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> Provide support and direction to the child intervention practitioner staff (SCIP and CIP) and administrative staff.

<ul style="list-style-type: none"> • Ensure services are delivered in accordance with the Child Youth and Family Enhancement Act legislation and Ministerial policies and procedures, so that clients receive appropriate services. • Review and approve safety plans. • Consult on more complex files.
Foreseeable changes
See above changes to required number of DESW after a period of time. Supervisor may support in other areas of the Region.

DESW	Duration	Job Title	Classification	Schedule
AB10205				
2	First 72 hours	Senior Child Intervention Practitioner (SCIP)	Human Services Worker 6	Monday - Friday 8:15 am - 4:30 pm Also rotational standby from start
3	After 72 hours - 1 week			
5	After 1 week			
		Child Intervention Practitioner (CIP)		

Essential Service Work Functions
<ul style="list-style-type: none"> • Information gathering at intake phase, including collaterals calls as necessary. • Review of information at intake phase and consultation with supervisor. • Assessment of children/youth to determine need for intervention and type of intervention. • Consult with supervisor as required. • Develop safety plan, provide interventions as required. • Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families. • Prepare parents and children for court, including necessary court documentation and attending court as necessary. • Monitor case plans to ensure on-going safety. • Respond to crisis on caseloads, as necessary.
Foreseeable changes
See above changes to required number of DESW after a period of time. HSW5 and HSW6 DESW will be required to serve Vegreville and other regional areas in addition to St. Paul.

DESW AB10206	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm
2	After 72 hours - 1 week			
2	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> Supporting office functions including but not limited to answering phones, file management (for example, retrieving requested documents for child intervention activities on behalf of children) and receiving emails and facsimiles. Data entry. Entering financial information into the system for vendor payments to occur. Effecting emergency payments for children, youth and caregivers. 				
Foreseeable changes				
See above for changes in the number of DESW required.				

LOCATION: WHITECOURT MIDTOWN MALL

Address: 2nd Floor 5115 - 49 Street, Whitecourt, AB

DESW AB10207	Duration	Job Title	Classification	Schedule
0	First 72 hours	Child Intervention Supervisor	Human Services Worker 7	Monday - Friday 8:15 am - 4:30 pm Also rotational standby from start
0	After 72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> Provide support and direction to the child intervention practitioner staff (SCIP and CIP) and administrative staff. Ensure services are delivered in accordance with the Child Youth and Family Enhancement Act legislation and Ministerial policies and procedures, so that clients receive appropriate services. Review and approve safety plans. Consult on more complex files. 				
Foreseeable changes				
See above changes to required number of DESW after a period of time.				

DESW AB10208	Duration	Job Title	Classification	Schedule
1	First 72 hours	Senior Child Intervention Practitioner (SCIP)	Human Services Worker 6	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week		Human Services Worker 5	Also rotational standby from start
2	After 1 week	Child Intervention Practitioner (CIP)		

Essential Service Work Functions

- Information gathering at intake phase, including collaterals calls as necessary.
- Review of information at intake phase and consultation with supervisor.
- Assessment of children/youth to determine need for intervention and type of intervention.
- Consult with supervisor as required.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW AB10209	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions

- Supporting office functions including but not limited to answering phones, file management (for example, retrieving requested documents for child intervention activities on behalf of children) and receiving emails and facsimiles.
- Data entry.

- Entering financial information into the system for vendor payments to occur.
- Effecting emergency payments for children, youth and caregivers.

Foreseeable changes

See above for changes in the number of DESW required.

LOCATION: BARRHEAD PROVINCIAL BUILDING

Address 6203 - 49 Street, Barrhead, AB

DESW	Duration	Job Title	Classification	Schedule
AB10210				
0	First 72 hours	Child Intervention Practitioner (SCIP)	Human Services Worker 5	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			Also rotational standby from start
1	After 1 week			

Essential Service Work Functions

- Information gathering at intake phase, including collaterals calls as necessary.
- Review of information at intake phase and consultation with supervisor.
- Assessment of children/youth to determine need for intervention and type of intervention.
- Consult with supervisor as required.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above changes to required number of DESW after a period of time.

LOCATION: GRANDE PRAIRIE

Address: 10130 - 99 Avenue, Grande Prairie, AB

DESW AB10211	Duration	Job Title	Classification	Schedule
1	First 72 hours	Child Intervention Supervisor	Human Services Worker 7	Monday - Friday 8:15 am - 4:30 pm Also rotational standby from start
1	After 72 hours - 1 week			
2	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Provide support and direction to the child intervention practitioner staff (SCIP and CIP) and administrative staff. • Ensure services are delivered in accordance with the Child Youth and Family Enhancement Act legislation and Ministerial policies and procedures, so that clients receive appropriate services. • Review and approve safety plans. • Consult on more complex files. 				
Foreseeable changes				
See above changes to required number of DESW after a period of time.				

DESW AB10212	Duration	Job Title	Classification	Schedule
3	First 72 hours	Senior Child Intervention Practitioner (SCIP) Child Intervention Practitioner (CIPS)	Human Services Worker 6	Monday - Friday 8:15 am - 4:30 pm Also rotational standby from start
6	After 72 hours - 1 week		Human Services Worker 5	
9	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Information gathering at intake phase, including collaterals calls as necessary. • Review of information at intake phase and consultation with supervisor. • Assessment of children/youth to determine need for intervention and type of intervention • Consult with supervisor as required. • Develop safety plan, provide interventions as required. • Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families. 				

<ul style="list-style-type: none"> • Prepare parents and children for court, including necessary court documentation and attending court as necessary. • Monitor case plans to ensure on-going safety. • Respond to crisis on caseloads, as necessary.
Foreseeable changes
See above for changes in the number of DESW required.

DESW	Duration	Job Title	Classification	Schedule
AB10213				
0	First 72 hours	Admin Support	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
2	After 1 week			

Essential Service Work Functions				
<ul style="list-style-type: none"> • Supporting office functions including but not limited to answering phones, file management (for example, retrieving requested documents for child intervention activities on behalf of children) and receiving emails and facsimiles. • Data entry. • Entering financial information into the system for vendor payments to occur. • Effecting emergency payments for children, youth and caregivers. 				
Foreseeable changes				
See above for changes in the number of DESW required.				

DESW	Duration	Job Title	Classification	Schedule
AB10214				
0	First 72 hours	Admin Support	Administrative Support 6	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions				
<ul style="list-style-type: none"> • Operator/ supervisor role for processing invoices/ executing payments, creation of vouchers, gift cards/ p-card purchases, support IT. • Emergency payments for children, youth and caregivers. 				

- 1GX entry support.
- General administration duties including but not limited to data entry and running operational reports.
- Supervision and support of AS3.

Foreseeable changes

See above for changes in the number of DESW required.

LOCATION: HIGH LEVEL

Address: 9814 - 101 Street, High Level, AB

DESW	Duration	Job Title	Classification	Schedule
AB10215				
0	First 72 hours	Child Intervention Supervisor	Human Services Worker 7	Monday - Friday 8:15 am - 4:30 pm Also rotational standby from start
0	After 72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions

- Provide support and direction to the child intervention practitioner staff (SCIP and CIP) and administrative staff.
- Ensure services are delivered in accordance with the Child Youth and Family Enhancement Act legislation and Ministerial policies and procedures, so that clients receive appropriate services.
- Review and approve safety plans.
- Consult on more complex files.

Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10216				
1	First 72 hours	Child Intervention Practitioner (CIP)	Human Services Worker 5	Monday - Friday 8:15 am - 4:30 pm Also rotational standby from start
2	After 72 hours - 1 week			
2	After 1 week			

Essential Service Work Functions

- Information gathering at intake phase, including collaterals calls as necessary.
- Review of information at intake phase and consultation with supervisor.
- Assessment of children/youth to determine need for intervention and type of intervention.
- Consult with supervisor as required.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above for changes in the number of DESW required.

LOCATION: HIGH PRAIRIE PROVINCIAL BUILDING

Address: Main Floor 5226 - 53 Avenue, High Prairie, AB

DESW	Duration	Job Title	Classification	Schedule
AB10217				
3	First 72 hours	Child Intervention Practitioner (CIP)	Human Services Worker 5	Monday - Friday 8:15 am - 4:30 pm
4	After 72 hours - 1 week		Human Services Worker 6	Also rotational standby from start
6	After 1 week	Senior Child Intervention Practitioner (SCIP)		

Essential Service Work Functions

- Information gathering at intake phase, including collaterals calls as necessary.
- Review of information at intake phase and consultation with supervisor.
- Assessment of children/youth to determine need for intervention and type of intervention.
- Consult with supervisor as required.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes
See above for changes in the number of DESW required. The High Prairie Site DESW will serve both High Prairie and area as well as the Metis Settlements. The DESW's will need to serve the North in general.

DESW AB10218	Duration	Job Title	Classification	Schedule
1	First 72 hours	Child Intervention	Human Services Worker 7	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week	Supervisor		Also rotational standby from start
1	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> • Provide support and direction to the child intervention practitioner staff (SCIP and CIP) and administrative staff. • Ensure services are delivered in accordance with the Child Youth and Family Enhancement Act legislation and Ministerial policies and procedures, so that clients receive appropriate services. • Review and approve safety plans. • Consult on more complex files.
Foreseeable changes
See above for changes in the number of DESW required. The supervisor DESW will serve this site and area as well as virtually for the North as essential work is required.

DESW AB10219	Duration	Job Title	Classification	Schedule
0	First 72 hours	Administrative Team Lead	Administrative Support 5, 6	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			Also rotational standby from start
1	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> • Operator/ supervisor role for processing invoices/ executing payments, creation of vouchers, gift cards/ p-card purchases, support IT. • Emergency payments for children, youth and caregivers. • 1GX entry support.

<ul style="list-style-type: none"> • General administration duties including but not limited to data entry and running operational reports. • Supervision and support of AS3.
Foreseeable changes
See above for changes in the number of DESW required. AS5 and AS6 have similar functional roles. Either AS5 or AS6 would be requested.

LOCATION: Peace River Midwest Building

Address: 105 – 9621 96 Ave, Peace River, AB

DESW	Duration	Job Title	Classification	Schedule
AB10220				
1	First 72 hours	Child Intervention Practitioner (CIP)	Human Services Worker 5	Monday - Friday 8:15 am - 4:30 pm Also rotational standby from start
2	After 72 hours - 1 week			
3	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> • Information gathering at intake phase, including collaterals calls as necessary. • Review of information at intake phase and consultation with supervisor. • Assessment of children/youth to determine need for intervention and type of intervention. • Consult with supervisor as required. • Develop safety plan, provide interventions as required. • Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families. • Prepare parents and children for court, including necessary court documentation and attending court as necessary. • Monitor case plans to ensure on-going safety. • Respond to crisis on caseloads, as necessary.
Foreseeable changes
See above for changes in the number of DESW required.

DESW	Duration	Job Title	Classification	Schedule
AB10221				
0	First 72 hours	Admin Support	Administrative Support 6	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			

1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Operator/ supervisor role for processing invoices/ executing payments, creation of vouchers, gift cards/ p-card purchases, support IT. • Emergency payments for children, youth and caregivers. • 1GX entry support. • General administration duties including but not limited to data entry and running operational reports. • Supervision and support of AS3. 				
Foreseeable changes				
See above for changes in the number of DESW required.				

LOCATION: 107 SLAVE LAKE GOVERNMENT CENTRE

Address: 101 - 3 Street SW, Slave Lake, AB

DESW	Duration	Job Title	Classification	Schedule
AB10222				
0	First 72 hours	Child Intervention Supervisor	Human Services Worker 7	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			Also rotational standby from start
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Provide support and direction to the child intervention practitioner staff (SCIP and CIP) and administrative staff. • Ensure services are delivered in accordance with the Child Youth and Family Enhancement Act legislation and Ministerial policies and procedures, so that clients receive appropriate services. • Review and approve safety plans. • Consult on more complex files. 				
Foreseeable changes				
See above changes to required number of DESW after a period of time.				

DESW AB10223	Duration	Job Title	Classification	Schedule
1	First 72 hours	Child Intervention Practitioner (CIP)	Human Services Worker 5	Monday –Friday 8:15am - 4:30 pm
2	After 72 hours – 1 week	Senior Child Intervention Practitioner (SCIP)	Human Services Worker 6	Also rotational standby from start (after hour calls will be taken by crisis unit centers however if there is a need to physically attend to a home, there is an operational need for staff to be on standby)
3	After 1 week			

Essential Service Work Functions

- Information gathering at intake phase, including collaterals calls as necessary.
- Review of information at intake phase and consultation with supervisor.
- Assessment of children/youth to determine need for intervention and type of intervention.
- Consult with supervisor as required.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above for changes in the number of DESW required.

DESW AB10224	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours – 1 week			
1	After 1 week			

Essential Service Work Functions

- Supporting office functions including but not limited to answering phones, file management (for example, retrieving requested documents for child intervention activities on behalf of children) and receiving emails and facsimiles.
- Data entry.

- Entering financial information into the system for vendor payments to occur.
- Effecting emergency payments for children, youth and caregiver.

Foreseeable changes

See above for changes in the number of DESW required.

LOCATION: FORT MCMURRAY PROVINCIAL BUILDING

Address: 8th Floor, 9915 Franklin Avenue, Fort McMurray, AB

DESW	Duration	Job Title	Classification	Schedule
AB10225				
0	First 72 hours	Child Intervention Supervisor	Human Services Worker 7	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions

- Provide support and direction to the child intervention practitioner staff (SCIP and CIP) and administrative staff.
- Ensure services are delivered in accordance with the Child Youth and Family Enhancement Act legislation and Ministerial policies and procedures, so that clients receive appropriate services.
- Review and approve safety plans.
- Consult on more complex files.

Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10226				
0	First 72 hours	Senior Child Intervention Practitioners (SCIP)	Human Services Worker 6	Monday - Friday 8:15 am - 4:30 pm Also rotational standby from start
1	After 72 hours - 1 week			
2	After 1 week			

Essential Service Work Functions

- Information gathering at intake phase, including collaterals calls as necessary.
- Review of information at intake phase and consultation with supervisor.
- Assessment of children/youth to determine need for intervention and type of intervention.
- Consult with supervisor as required.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10227				
1	First 72 hours	Child Intervention Practitioner (CIP)	Human Services Worker 5	Monday - Friday 8:15 am - 4:30 pm Also rotational standby from start
2	After 72 hours - 1 week			
2	After 1 week			

Essential Service Work Functions

- Information gathering at intake phase, including collaterals calls as necessary.
- Review of information at intake phase and consultation with supervisor.
- Assessment of children/youth to determine need for intervention and type of intervention.
- Consult with supervisor as required.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW AB10228	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> Supporting office functions including but not limited to answering phones, file management (for example, retrieving requested documents for child intervention activities on behalf of children) and receiving emails and facsimiles. Data entry. Entering financial information into the system for vendor payments to occur. Effecting emergency payments for children, youth and caregivers. 				
Foreseeable changes				
See above changes to required number of DESW after a period of time.				

DESW AB10229	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 5	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> Operator/ supervisor role for processing invoices/ executing payments, creation of vouchers, gift cards/ p-card purchases, support IT. Emergency payments for children, youth and caregivers. 1GX entry support. General administration duties including but not limited to data entry and running operational reports. Supervision and support of AS3. 				
Foreseeable changes				
See above for changes in the number of DESW required.				

CENTRAL REGION

Program: Child Intervention

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified managers*	13	13	13
Total number of essential service positions to be filled with capable and qualified opted out & excluded staff	0	0	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	14	36	51
Total number required to support the essential service operations	27	49	64

Foreseeable changes

Child Intervention matters requiring an in-person response will be triaged and dispatched out of Red Deer, Wetaskiwin, Rocky Mountain House (also serving Drayton Valley), Olds (also serving Drumheller and Stettler), Camrose (also serving Wainwright) and Lloydminster.

For the Short Term (first 72 hours), the following site will be open:

Red Deer Provincial Building, Main Floor, 920 - 51 Street Red Deer, AB

For the Medium Term (72 hours - 1 week) and Long Term (after 1 week), the following sites will open:

Wetaskiwin, 5505 50th Ave Wetaskiwin, AB

Rocky Mountain House (also serving Drayton Valley), 4919 - 51 Street, Rocky Mountain House, AB

Olds (also serving Drumheller and Stettler), 4500 - 50 Street Olds, AB

Camrose (also serving Wainwright), Main Floor 4867 - 50 Street, Camrose, AB

Lloydminster, 3602 - 51 Avenue, Lloydminster, AB.

Dispatching for face-to-face responses to urgent Child Intervention matters will be completed by fully delegated DESWs.

Delegated DESW supervisors and HSW 5/6 staff required rotational standby for urgent after hours responses and in situations where in-person response is required from the start of job action.

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: RED DEER PROVINCIAL BUILDING
Address: Main Floor, 920 - 51 Street Red Deer, AB

DESW	Duration	Job Title	Classification	Schedule
AB10230				
3	First 72 hours	Child Intervention Supervisor	Human Services Worker 7	Monday - Friday 8:15 am - 4:30 pm
4	After 72 hours - 1 week			Also rotational standby from start
5	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Provide support and direction to the child intervention practitioner staff (SCIP and CIP) and administrative staff. • Ensure services are delivered in accordance with the Child Youth and Family Enhancement Act legislation and Ministerial policies and procedures, so that clients receive appropriate services. • Review and approve safety plans. • Consult on more complex files. 				
Foreseeable changes				
See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed.				

DESW	Duration	Job Title	Classification	Schedule
AB10231				
3	First 72 hours	Senior Child Intervention Practitioner	Human Services Worker 6	Monday - Friday 8:15 am - 4:30 pm
4	After 72 hours - 1 week			Also rotational standby from start
5	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Information gathering at intake phase, including collaterals calls as necessary. • Review of information at intake phase and consultation with supervisor. • Assessment of children/youth to determine need for intervention and type of intervention. • Consult with supervisor as required. • Develop safety plan, provide interventions as required. 				

- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed.

DESW	Duration	Job Title	Classification	Schedule
AB10232				
0	First 72 hours	Child Intervention Practitioner	Human Services Worker 5	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			Also rotational standby from start
1	After 1 week			

Essential Service Work Functions

- Information gathering at intake phase, including collaterals calls as necessary.
- Review of information at intake phase and consultation with supervisor.
- Assessment of children/youth to determine need for intervention and type of intervention.
- Consult with supervisor as required.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10233				
1	First 72 hours	Administrative Team Lead	Administrative Support 6	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
2	After 1 week			

Essential Service Work Functions

- Operator/ supervisor role for processing invoices/ executing payments, creation of vouchers, gift cards/ p-card purchases, support IT.
- Emergency payments for children, youth and caregivers.
- 1GX entry support.
- General administration duties including but not limited to data entry and running operational reports.
- Supervision and support of AS3.

Foreseeable changes

See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed.

DESW	Duration	Job Title	Classification	Schedule
AB10234				
2	First 72 hours	Administrative Support	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm
2	After 72 hours - 1 week			
4	After 1 week			

Essential Service Work Functions

- Supporting office functions including but not limited to answering phones, file management (for example, retrieving requested documents for child intervention activities on behalf of children) and receiving emails and facsimiles.
- Data entry.
- Entering financial information into the system for vendor payments to occur.
- Effecting emergency payments for children, youth and caregivers.

Foreseeable changes

See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed.

LOCATION: ROCKY MOUNTAIN HOUSE PROVINCIAL BUILDING

Address: 1st Floor, 4919 - 51 Street, Rocky Mountain House, AB

DESW	Duration	Job Title	Classification	Schedule
AB10235				
0	First 72 hours	Child Intervention Supervisor	Human Services Worker 7	Monday - Friday 8:15 am - 4:30 pm Also rotational standby from start
1	After 72 hours - 1 week			
2	After 1 week			

Essential Service Work Functions

- Provide support and direction to the child intervention practitioner staff (SCIP and CIP) and administrative staff.
- Ensure services are delivered in accordance with the Child Youth and Family Enhancement Act legislation and Ministerial policies and procedures, so that clients receive appropriate services.
- Review and approve safety plans.
- Consult on more complex files.

Foreseeable changes

See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed.

DESW	Duration	Job Title	Classification	Schedule
AB10236				
0	First 72 hours	Senior Child Intervention Practitioner	Human Services Worker 6	Monday - Friday 8:15 am - 4:30 pm Also rotational standby from start
2	After 72 hours - 1 week			
2	After 1 week			

Essential Service Work Functions

- Information gathering at intake phase, including collaterals calls as necessary.
- Review of information at intake phase and consultation with supervisor.
- Assessment of children/youth to determine need for intervention and type of intervention.

- Consult with supervisor as required.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed.

DESW	Duration	Job Title	Classification	Schedule
AB10237				
0	First 72 hours	Child Intervention Practitioner	Human Services Worker 5	Monday to Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			Also rotational standby from start
1	After 1 week			

Essential Service Work Functions

- Information gathering at intake phase, including collaterals calls as necessary.
- Review of information at intake phase and consultation with supervisor.
- Assessment of children/youth to determine need for intervention and type of intervention.
- Consult with supervisor as required.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10238				
1	First 72 hours	Administrative Team Lead	Administrative Support 6	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions

- Operator/ supervisor role for processing invoices/ executing payments, creation of vouchers, gift cards/ p-card purchases, support IT.
- Emergency payments for children, youth and caregivers.
- 1GX entry support.
- General administration duties including but not limited to data entry and running operational reports.
- Supervision and support of AS3.

Foreseeable changes

See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed.

DESW	Duration	Job Title	Classification	Schedule
AB10239				
1	First 72 hours	Administrative Support	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm
2	After 72 hours - 1 week			
2	After 1 week			

Essential Service Work Functions

- Supporting office functions including but not limited to answering phones, file management (for example, retrieving requested documents for child intervention activities on behalf of children) and receiving e-mails and facsimiles.
- Data entry.
- Entering financial information into the system for vendor payments to occur.
- Effecting emergency payments for children, youth and caregivers.

Foreseeable changes

See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed.

LOCATION: WETASKIWIN CENTRE ON THE PARK

Address: 2nd Floor, 5505 50th Ave Wetaskiwin, AB

DESW	Duration	Job Title	Classification	Schedule
AB10240				
0	First 72 hours	Child Intervention Supervisor	Human Services Worker 7	Monday - Friday 8:15 am - 4:30 pm Also rotational standby from start
2	After 72 hours - 1 week			
3	After 1 week			

Essential Service Work Functions

- Provide Support and direction to the child intervention practitioner staff (SCIP and CIP) and administrative staff.
- Ensure Services are delivered in accordance with the Child, Youth and Family Enhancement Act legislation and Ministerial Policies and procedures, so that clients receive appropriate services.
- Review and approve safety plans.
- Consult on more complex files.

Foreseeable changes

See above changes in the number of DESW required over time.

DESW	Duration	Job Title	Classification	Schedule
AB10241				
0	First 72 hours	Senior Child Intervention Practitioner	Human Services Worker 6	Monday - Friday 8:15 am - 4:30 pm Also rotational standby from start
2	After 72 hours - 1 week			
2	After 1 week			

Essential Service Work Functions

- Information Gathering at intake phase, including collateral calls as necessary.
- Review of Information at intake phase and consultation with supervisor.
- Consult with supervisor as required.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth. Promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.

<ul style="list-style-type: none"> • Monitor case plans to ensure on-going safety. • Respond to crisis on caseloads as necessary.
Foreseeable changes
See above changes in the number of DESW required over time.

DESW	Duration	Job Title	Classification	Schedule
AB10242				
0	First 72 hours	Child Intervention Practitioner	Human Services Worker 5	Monday - Friday 8:15 am - 4:30 pm Also rotational standby from start
0	After 72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions				
<ul style="list-style-type: none"> • Information gathering at intake phase, including collaterals calls as necessary. • Review of information at intake phase and consultation with supervisor. • Assessment of children/youth to determine need for intervention and type of intervention. • Consult with supervisor as required. • Develop safety plan, provide interventions as required. • Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families. • Prepare parents and children for court, including necessary court documentation and attending court as necessary. • Monitor case plans to ensure on-going safety. • Respond to crisis on caseloads, as necessary. 				
Foreseeable changes				
See above changes to required number of DESW after a period of time.				

DESW	Duration	Job Title	Classification	Schedule
AB10243				
1	First 72 hours	Administrative Team Lead	Administrative Support 6	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> • Operator/ supervisor role for processing invoices/ executing payments, creation of vouchers, gift cards/ p-card purchases, support IT. • Emergency payments for children, youth and caregivers. • 1GX entry support. • General administration duties including but not limited to data entry and running operational reports. • Supervision and support of AS3.
Foreseeable changes
See above changes in the number of DESW required over time.

DESW	Duration	Job Title	Classification	Schedule
AB10244				
1	First 72 hours	Administrative Support	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
2	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> • Supporting office functions including but not limited to answering phones, file management (for example, retrieving requested documents for child intervention activities on behalf of children) and receiving emails and facsimiles. • Data entry. • Entering financial information into the system for vendor payments to occur. • Effecting emergency payments for children, youth and caregivers.
Foreseeable changes
See above changes in the number of DESW required over time.

LOCATION: RALPH KLEIN CENTRE

Address: 4500 - 50 Street Olds, AB

DESW	Duration	Job Title	Classification	Schedule
AB10245				
0	First 72 hours	Child Intervention Supervisor	Human Services Worker 7	Monday - Friday 8:15 am - 4:30 pm Also rotational standby from start
1	After 72 hours - 1 week			
1	After 1 Week			

Essential Service Work Functions
<ul style="list-style-type: none"> • Provide support and direction to the child intervention practitioners (SCIP and CIP) and administrative staff. • Ensure services are delivered in accordance with the Child, Youth and Family Enhancement Act legislation and Ministerial policies and procedures so that clients receive appropriate services. • Review and approve safety plans. • Consult on more complex files.
Foreseeable changes
See above changes in the number of DESW required over time. Olds is also supporting Drumheller and Stettler.

DESW	Duration	Job Title	Classification	Schedule
AB10246				
0	First 72 hours	Senior Child Intervention Practitioner	Human Services Worker 6	Monday - Friday 8:15 am - 4:30 pm Also rotational standby from start
1	After 72 hours – 1 week			
1	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> • Information gathering at intake phase, including collaterals calls as necessary. • Review of information at intake phase and consultation with supervisor. • Assessment of children/youth to determine need for intervention and type of intervention. • Consult with supervisor as required. • Develop safety plan, provide interventions as required. • Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families. • Prepare parents and children for court, including necessary court documentation and attending court as necessary. • Monitor case plans to ensure on-going safety. • Respond to crisis on caseloads, as necessary.
Foreseeable changes
See above changes in the number of DESW required over time. Olds is also supporting Drumheller and Stettler.

DESW AB10247	Duration	Job Title	Classification	Schedule
0	First 72 hours	Child Intervention Practitioner	Human Services Worker 5	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			Also rotational standby from start
1	After 1 week			

Essential Service Work Functions

- Information gathering at intake phase, including collaterals calls as necessary.
- Review of information at intake phase and consultation with supervisor.
- Assessment of children/youth to determine need for intervention and type of intervention.
- Consult with supervisor as required.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above changes to required number of DESW after a period of time. Olds is also supporting Drumheller and Stettler.

DESW AB10248	Duration	Job Title	Classification	Schedule
1	First 72 hours	Administrative Team Lead	Administrative Support 6	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions

- Operator/ supervisor role for processing invoices/ executing payments, creation of vouchers, gift cards/ p-card purchases, support IT.
- Emergency payments for children, youth and caregivers.
- 1GX entry support.

<ul style="list-style-type: none"> • General administration duties including but not limited to data entry and running operational reports. • Supervision and support of AS3.
Foreseeable changes
See above changes in the number of DESW required over time.

DESW	Duration	Job Title	Classification	Schedule
AB10249				
0	First 72 hours	Administrative Support	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
2	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> • Supporting office functions including but not limited to answering phones, file management (for example, retrieving requested documents for child intervention activities on behalf of children) and receiving emails and facsimiles. • Data entry. • Entering financial information into the system for vendor payments to occur. • Effecting emergency payments for children, youth and caregivers.
Foreseeable changes
See above changes in the number of DESW required over time.

LOCATION: CAMROSE PROVINCIAL BUILDING

Address: Main Floor 4867 - 50 Street, Camrose, AB

DESW	Duration	Job Title	Classification	Schedule
AB10250				
0	First 72 hours	Child Intervention Supervisor	Human Services Worker 7	Monday - Friday 8:15 am - 4:30 pm Also rotational standby from start
1	After 72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions

- Provide support and direction to the child intervention practitioner staff (SCIP and CIP) and administrative staff.
- Ensure services are delivered in accordance with the Child Youth and Family Enhancement Act legislation and Ministerial policies and procedures, so that clients receive appropriate services.
- Review and approve safety plans.
- Consult on more complex files.

Foreseeable changes

See above changes in the number of DESW required over time. Camrose is also supporting Wainwright and buffering/assisting with supervision for Wetaskiwin as needed.

DESW	Duration	Job Title	Classification	Schedule
AB10251				
0	First 72 hours	Senior Child Intervention Practitioner	Human Services Worker 6	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			Also rotational standby from start
2	After 1 week			

Essential Service Work Functions

- Information gathering at intake phase, including collaterals calls as necessary.
- Review of information at intake phase and consultation with supervisor.
- Assessment of children/youth to determine need for intervention and type of intervention.
- Consult with supervisor as required.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office. All other offices will be closed.

DESW AB10252	Duration	Job Title	Classification	Schedule
0	First 72 hours	Child Intervention Practitioner	Human Services Worker 5	Monday - Friday 8:15 am - 4:30 pm Also rotational standby from start
0	After 72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions

- Information gathering at intake phase, including collaterals calls as necessary.
- Review of information at intake phase and consultation with supervisor.
- Assessment of children/youth to determine need for intervention and type of intervention.
- Consult with supervisor as required.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above changes to required number of DESW after a period of time. Camrose is also supporting Wainwright and buffering for Wetaskiwin as needed.

DESW AB10253	Duration	Job Title	Classification	Schedule
0	First 72 hours	Administrative Support	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
2	After 1 week			

Essential Service Work Functions

- Supporting office functions including but not limited to answering phones, file management (for example, retrieving requested documents for child intervention activities on behalf of children) and receiving emails and facsimiles.
- Data entry.

- Entering financial information into the system for vendor payments to occur.
- Effecting emergency payments for children, youth and caregivers.

Foreseeable changes

See above changes in the number of DESW required over time.

LOCATION:-TRIUMPH CENTER

Address: 3602 – 51 Avenue, Lloydminster, AB.

DESW	Duration	Job Title	Classification	Schedule
AB10254				
0	First 72 hours	Child Intervention Supervisor	Human Services Worker 7	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours – 1 week			Also rotational standby from start
1	After 1 week			

Essential Service Work Functions

- Provide support and direction to the child intervention practitioner staff (SCIP and CIP) and administrative staff.
- Ensure services are delivered in accordance with the Child Youth and Family Enhancement Act legislation and Ministerial policies and procedures, so that clients receive appropriate services.
- Review and approve safety plans.
- Consult on more complex files.

Foreseeable changes

See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer and Wetaskiwin office. All other offices will be closed.

DESW	Duration	Job Title	Classification	Schedule
AB10255				
0	First 72 hours	Senior Child Intervention Practitioner	Human Services Worker 6	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours – 1 week			Also rotational standby from start
1	After 1 week			

Essential Service Work Functions

- Information gathering at intake phase, including collaterals calls as necessary.
- Review of information at intake phase and consultation with supervisor.
- Assessment of children/youth to determine need for intervention and type of intervention.

- Consult with supervisor as required.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office and Wetaskiwin offices. All other offices will be closed.

DESW	Duration	Job Title	Classification	Schedule
AB10256				
0	First 72 hours	Child Intervention Practitioner	Human Services Worker 5	Monday - Friday 8:15 am - 4:30 pm Also rotational standby from start
1	After 72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions

- Information gathering at intake phase, including collaterals calls as necessary.
- Review of information at intake phase and consultation with supervisor.
- Assessment of children/youth to determine need for intervention and type of intervention.
- Consult with supervisor as required.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer office and Wetaskiwin offices. All other offices will be closed.

DESW AB10257	Duration	Job Title	Classification	Schedule
0	First 72 hours	Administrative Team Lead	Administrative Support 6	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Operator/ supervisor role for processing invoices/ executing payments, creation of vouchers, gift cards/ p-card purchases, support IT. • Emergency payments for children, youth and caregivers. • 1GX entry support. • General administration duties including but not limited to data entry and running operational reports. • Supervision and support of AS3. 				
Foreseeable changes				
See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer and Wetaskiwin offices. All other offices will be closed.				

DESW AB10258	Duration	Job Title	Classification	Schedule
0	First 72 hours	Administrative Support	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Supporting office functions including but not limited to answering phones, file management (for example, retrieving requested documents for child intervention activities on behalf of children) and receiving emails and facsimiles. • Data entry. • Entering financial information into the system for vendor payments to occur. • Effecting emergency payments for children, youth and caregivers. 				
Foreseeable changes				
See above changes in the number of DESW required over time. For the first 72 hours cases will be triaged out of Red Deer and Wetaskiwin offices. All other offices will be closed.				

SOUTH REGION

Program: Child Intervention

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified managers *	8	8	10
Total number of essential service positions to be filled with capable and qualified opted out & excluded staff	0	0	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	3	21	39
Total number required to support the essential service operations	11	29	49
Foreseeable Changes			
For the first 72 hours, matters requiring an in-person response will be triaged and dispatched out of Medicine Hat and Lethbridge.			
Staff on rotational standby are required to maintain crisis support after hours and on weekends and in situations where in-person support is required from the start of job action in a location.			
<ul style="list-style-type: none"> • Lethbridge – 3 HSW 6 staff in addition to one HSW 7 • Brooks – 1 HSW 5 or 6 staff in addition to one HSW 7 • Medicine Hat - 1 HSW 6 staff in addition to one HSW 7 			

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: 147 LETHBRIDGE CENTRE

Address: 200-4 Avenue South, Lethbridge, AB

DESW	Duration	Job Title	Classification	Schedule
AB10259				
0	First 72 hours	Casework Child Intervention	Human Services Worker 7	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours – 1 week	Supervisor		Also rotational standby from start

1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Provide support and direction to the child intervention practitioner staff (SCIP and CIP) and administrative staff. • A supervisor also needs to be on call (stand by) for afterhours, this requires consultation and could include physically supporting staff to complete an assessment. • Ensure services are delivered in accordance with accepted practices within guidelines prescribed by Ministerial policy and procedure and legislation that clients receive appropriate services. • Review and approve safety plans. • Consult on more complex files. 				
Foreseeable changes				
See above changes to required number of DESW after a period of time.				

DESW	Duration	Job Title	Classification	Schedule
AB10260				
0	First 72 hours	Senior Child Intervention Practitioners	Human Services Worker 6	Monday - Friday 8:15 am - 4:30 pm
5	After 72 hours - 1 week			Also rotational standby from start
9	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Information gathering at intake phase, including collaterals calls as necessary. • Review of information at intake phase and consultation with supervisor. • Assessment of children/youth to determine need for intervention and type of intervention. • Consult with supervisor as required. • Develop safety plan, provide interventions as required. • Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families. • Prepare parents and children for court, including necessary court documentation and attending court as necessary. • Monitor case plans to ensure on-going safety. • Respond to crisis on caseloads, as necessary. 				
Foreseeable changes				
See above changes to required number of DESW after a period of time.				

DESW AB10261	Duration	Job Title	Classification	Schedule
3	First 72 hours	Child Intervention Practitioners	Human Services Worker 5	Monday - Friday 8:15 am - 4:30 pm Also rotational standby from start
4	After 72 hours - 1 week			
13	After 1 week			

Essential Service Work Functions

- Information gathering at intake phase, including collaterals calls as necessary.
- Review of information at intake phase and consultation with supervisor.
- Assessment of children/youth to determine need for intervention and type of intervention.
- Consult with supervisor as required.
- Develop safety plan, provide interventions as required.
- Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families.
- Prepare parents and children for court, including necessary court documentation and attending court as necessary.
- Monitor case plans to ensure on-going safety.
- Respond to crisis on caseloads, as necessary.

Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW AB10262	Duration	Job Title	Classification	Schedule
0	First 72 hours	Admin Support	Administrative Support 5	Monday - Friday 8:15 am - 4:30 pm
2	After 72 hours - 1 week			
3	After 1 week			

Essential Service Work Functions

- Operator/ supervisor role for processing invoices/ executing payments, creation of vouchers, gift cards/ p-card purchases, support IT.
- Emergency payments for children, youth and caregivers.
- 1GX entry support.
- General administration duties including but not limited to data entry and running operational reports.

<ul style="list-style-type: none"> Supervision and support of AS3.
Foreseeable changes
See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10263				
0	First 72 hours	Admin Support	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> Supporting office functions including but not limited to answering phones, file management (for example, retrieving requested documents for child intervention activities on behalf of children) and receiving emails and facsimiles. Data entry. Entering financial information into the system for vendor payments to occur. Effecting emergency payments for children, youth and caregivers.
Foreseeable changes
See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10264				
0	First 72 hours	Admin Support	Administration 1	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> Operator Role - Payment Systems or Supervisor Role - Payment Systems <ul style="list-style-type: none"> Financial supports for those in Independent Living (Payments / Financial) Child & Youth Financial Support Program* (Payments / Financial) Release of payments and other financial supports. Monitor and support business operations of AS3 and AS5.
Foreseeable changes
See above changes to required number of DESW after a period of time.

LOCATION: MEDICINE HAT

Address: 201, 346 3rd Street S.E. Medicine Hat, AB

DESW AB10265	Duration	Job Title	Classification	Schedule
0	First 72 hours	Casework Supervisor	Human Services Worker 7	Monday - Friday 8:15 am - 4:30 pm Also rotational standby from start
0	After 72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Provide support and direction to the child intervention practitioner staff (SCIP and CIP) and administrative staff. • Ensure services are delivered in accordance with accepted practices within guidelines prescribed by Ministerial policy and procedure and legislation that clients receive appropriate services. • Review and approve safety plans. • Consult on more complex files. 				
Foreseeable changes				
See above changes to required number of DESW after a period of time.				

DESW AB10266	Duration	Job Title	Classification	Schedule
0	First 72 hours	Senior Child Intervention Practitioners	Human Services Worker 6	Monday - Friday 8:15 am - 4:30 pm Also rotational standby from start
2	After 72 hours - 1 week			
3	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Information gathering at intake phase, including collaterals calls as necessary. • Review of information at intake phase and consultation with supervisor. • Assessment of children/youth to determine need for intervention and type of intervention. • Consult with supervisor as required. • Develop safety plan, provide interventions as required. • Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families. 				

<ul style="list-style-type: none"> • Prepare parents and children for court, including necessary court documentation and attending court as necessary. • Monitor case plans to ensure on-going safety. • Respond to crisis on caseloads, as necessary.
Foreseeable changes
See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10267				
0	First 72 hours	Child Intervention Practitioners	Human Services Worker 5	Monday - Friday 8:15 am - 4:30 pm Also rotational standby from start
3	After 72 hours - 1 week			
4	After 1 week			

Essential Service Work Functions				
<ul style="list-style-type: none"> • Information gathering at intake phase, including collaterals calls as necessary. • Review of information at intake phase and consultation with supervisor. • Assessment of children/youth to determine need for intervention and type of intervention. • Consult with supervisor as required. • Develop safety plan, provide interventions as required. • Engages child/youth, family, caregivers and community supports to reduce risk to child/youth, promote permanency and better outcomes for children and families. • Prepare parents and children for court, including necessary court documentation and attending court as necessary. • Monitor case plans to ensure on-going safety. • Respond to crisis on caseloads, as necessary. 				
Foreseeable changes				
See above changes to required number of DESW after a period of time.				

DESW	Duration	Job Title	Classification	Schedule
AB10268				
0	First 72 hours	Administration Team Lead	Administrative Support 5	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions				
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- Operator/ supervisor role for processing invoices/ executing payments, creation of vouchers, gift cards/ p-card purchases, support IT.
- Emergency payments for children, youth and caregivers.
- 1GX entry support.
- General administration duties including but not limited to data entry and running operational reports.
- Supervision and support of AS3.

Foreseeable changes

See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10269				
0	First 72 hours	Administration Support	Administrative Support 3	Monday to Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions

- Supporting office functions including but not limited to answering phones, file management (for example, retrieving requested documents for child intervention activities on behalf of children) and receiving emails and facsimiles.
- Data entry.
- Entering financial information into the system for vendor payments to occur.
- Effecting emergency payments for children, youth and caregivers.

Foreseeable changes

- See above changes to required number of DESW after a period of time.

DESW	Duration	Job Title	Classification	Schedule
AB10270				
0	First 72 hours	Administration Support	Administration 1	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions

- Operator Role - Payment Systems or Supervisor Role - Payment Systems

<ul style="list-style-type: none"> ○ Financial supports for those in Independent Living (Payments / Financial) ○ Child & Youth Financial Support Program* (Payments / Financial) ● Release of payments and other financial supports. ● Monitor and support business operations of AS3 and AS5.
Foreseeable changes
See above changes to required number of DESW after a period of time.

Program: Youth in Transition

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified managers *	4	4	4
Total number of essential service positions to be filled with capable and qualified opted out & excluded staff	0	0	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	0	0	2
Total number required to support the essential service operations	4	4	6
Foreseeable Changes			
<ul style="list-style-type: none"> ● For the first 72 hours, matters requiring an in-person response will be triaged and dispatched out of Land titles Building and Lancore. ● 2 admin (AS4) will be required to complete essential payment processes to ensure clients received monthly allowances and rental dollars to prevent eviction and homelessness for the vulnerable clients accessing TAP and Advancing Futures. There is a high volume of payments and several levels of approval required to ensure funds are distributed. ● Staff assigned to this essential work would be AS4 classification trained in the Youth in Transition payment systems (CYFS and BIM). In addition, staff need to be able to work in CICIO and Documentum in order to upload financial documents and 1GX in order to complete urgent Business Partner vendor updates. Staff could be on site in Calgary Lancore or Edmonton Lands Titles building 			

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: LANDTITLES

Address: 10523 100 Avenue, Landtitles/Victoria Armoury Building, Edmonton AB

DESW AB10271	Duration	Job Title	Classification	Schedule
0	First 72 hours	Administration Support 4	Administration Support 4	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none">• Input, generate and release payments in the Youth in Transition payment systems (CYFS and BIM).• Upload financial documents into CICIO and Documentum.• Update client awards in BIM to respond to urgent financial needs.• Ability to submit urgent business partner changes/updates in 1GX.				

LOCATION: LANCORE BUILDING

Address: Main Floor, Suite #100 Lancore Building, 1021-10 Avenue SW| Calgary, AB

DESW AB10272	Duration	Job Title	Classification	Schedule
0	First 72 hours	Administration Support 4	Administration Support 4	Monday - Friday 8:15 am - 4:30 pm
0	After 72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none">• Input, generate and release payments in the Youth in Transition payment systems. (CYFS and BIM).• Upload financial documents into CICIO and Documentum.• Update client awards in BIM to respond to urgent financial needs.• Ability to submit urgent business partner changes/updates in 1GX.				

Division: Finance Division

Program: Payments and Systems

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified managers *	1	1	1
Total number of essential service positions to be filled with capable and qualified opted out & excluded staff	0	0	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	4	4	4
Total required to support the essential service operations	5	5	5

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

DESWs to be assigned to the following Locations:

- STERLING PLACE (ADDRESS: 9940 - 106 STREET, EDMONTON, AB)
- BISHOP PLACE (ADDRESS: 4826 - 50 STREET, RED DEER, AB)
- KENSINGTON PLACE (ADDRESS: 1240 KENSINGTON ROAD, CALGARY, AB)
- MEDICINE HAT PROVINCIAL BUILDING (ADDRESS: 346-3 STREET, MEDICINE HAT, AB)
- CO-OPERATORS BUILDING (ADDRESS: 5704-48 AVENUE, CAMROSE, AB)

DESW	Duration	Job Title	Classification	Schedule
AB10273				
1	First 72 hours	Accounting Officer/Senior Financial Analyst	Finance 4	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Provision of financial client support functions to support disbursements and is responsible for maintenance of an array of financial systems that support payment processing. • Manage significant complexity due to numerous systems and interfaces with the 1GX financial system. • Position manages interfaces, corrects errors. 				

DESW AB10274	Duration	Job Title	Classification	Schedule
3	First 72 hours	Accounting Officer/Senior Financial Analyst	Finance 3	Monday - Friday 8:15 am - 4:30 pm
3	After 72 hours - 1 week			
3	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Reviewing and approving payment disbursements in legacy accounts payable systems (i.e., CYFS and CMAS). • Completion of legislative accounting officer functions under the <i>Financial Administration Act</i> (FAA) Section 38. • Accounting Officers perform pre-release and post-verification review process several times a week. Given the volume of payment activity and the diversity of systems that are in place, specialized expertise is required. There is significant complexity due to numerous systems and interfaces with the 1GX financial system. • Reconcile and review payments for reasonableness prior to release there is significant risk of late payments or risk of potential fraudulent payments being released if reviews are not completed in a timely manner. 				

DEPARTMENT: ENVIRONMENT AND PROTECTED AREAS

Division: Regulatory Assurance Division

*Program: Alberta Environmental Support and Emergency Response Team (ASERT)
and Regulatory Assurance Compliance Team*

ESSENTIAL SERVICE REQUIREMENTS	TOTAL
Total number of essential services positions to be filled with capable and qualified managers .	12
Total number of essential service positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	10
Total number required to support the essential service operations	22
Foreseeable Changes	
Additional DESW may be required due to increased volume and/or severity of incidents requiring emergency response.	

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

ASERT TEAM

NORTH REGION – CAPITOL DISTRICT AND NORTH DISTRICT

- Grande Prairie: Provincial Building, Main Floor 10320 99 St
- Spruce Grove: Telus Building, Main Floor 250 Diamond Avenue
- Whitecourt: Provincial Building, Second Floor, 5020 52 Avenue
- Edmonton: Main Floor, Twin Atria Building, 4999 98 Avenue

SOUTH REGION – RED DEER DISTRICT, CALGARY DISTRICT, LETHBRIDGE DISTRICT

- Calgary: Deerfoot Square Building, Second Floor, 2938 11 St NE
- Cochrane: Provincial Building, 213 1 St West

DESW AB11000	Job Title	Classification	Schedule
6 (1 per location)	Environmental Response Officer	Program Services 4	8:15 am–4:30 pm Monday - Friday; 24/7 Standby 1 DESW Standby for North and 1 DESW Standby for South
Essential Service Work Functions			
<ul style="list-style-type: none"> • Take environmental emergency calls triaged from Alberta EDGE, manage an incident during the emergency phase, ensuring appropriate action is taken to mitigate the effects of the incident(s) on the environment. • Dispatch appropriately trained personnel as required to an incident to verify actions taken by the responsible person; ensure a proper handoff of a stabilized incident to regional staff. • Keep the necessary duty logs and information for further follow-up and post incident assessment. • Conducting a site inspection in the field when a potential non-compliance requires immediate attention after-hours. 			

COMPLIANCE TEAM (AND ALSO SUPPORTING ASERT)

NORTH REGION – CAPITOL DISTRICT AND NORTH DISTRICT

- Grande Prairie: Provincial Building, Main Floor 10320 99 St
- Spruce Grove: Telus Building, Main Floor 250 Diamond Avenue
- Fort McMurray: Provincial Building, 3rd Floor 9915 Franklin Avenue
- Peace River: Provincial Building 2nd Floor 9621 – 96 Avenue
- Edson: Provincial Building 2nd Floor 111-54 Street
- Hinton: Government Centre 3rd Floor 131 Civic Centre Road
- High Level: Provincial Building, 2nd Floor 10106 – 100Ave
- Lac La Biche: Provincial Building 2nd Floor 9503 Beaverhill Road
- Bonnyville: Provincial Building 2nd Floor 4904 – 50 Ave
- Whitecourt: Provincial Building, Second Floor, 5020 52 Avenue
- Edmonton: Main Floor, Twin Atria Building, 4999 98 Avenue

SOUTH REGION – RED DEER DISTRICT, CALGARY DISTRICT, LETHBRIDGE DISTRICT

- Red Deer: 3rd Floor Provincial Building 4920 – 51 Street
- Camrose: Provincial Building 2nd Floor 4867 – 50
- Rocky Mountain House: Provincial Building 2nd Floor 4919 – 51 Street
- Calgary: Deerfoot Square Building, Second Floor, 2938 11 St NE
- Lethbridge: Provincial Building 2nd Floor 200 5 Ave SW
- Medicine Hat Provincial Building 346 3rd Street SE

DESW AB11001	Job Title	Classification	Schedule
4 (2 per region)	Environmental Protection Officer	Technologies 6 or 7	Standby 24/7 for one week Friday – Friday
Essential Service Work Functions			
<ul style="list-style-type: none"> • Environmental Protection Officers respond to public complaints and industry reports received by Alberta EDGE both during and outside of normal business hours. • Ensuring that public health/safety and environmental protection during environmental emergencies by providing on-site Regional Responder. • Conduct site inspections on regulated activities to assess compliance performance or when a potential non-compliance requires immediate response. • Conducting concurrent regional responder/remedial investigation activities as required and provides support to partner agencies such as Alberta Energy Regulator during responses. • Undertaking the emergency provisions embodied in legislation including issuing and administering orders, providing direction to the responsible party. • Report public health/safety issues resulting from environmental emergencies. 			
<p>Note: Management from the Compliance Team will triage calls and determine if an Environmental Protection Officer DESW (AB11001) is necessary to not endanger the life, personal safety or health of the public.</p>			

Division: Resource Stewardship

Environmental Knowledge and Data Integration - Environmental Data Stewardship

Essential Service Requirements	TOTAL
Total number of essential service positions to be filled with capable and qualified managers	3
Total number of essential service positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	5
Total number required to support the essential service operations	8

LOCATION: OXBRIDGE PLACE

Address: 11th Floor, 9820 106 Street, Edmonton, AB

DESW AB11002	Job Title	Classification	Schedule
1	River Technologist	Technologies 5	8:15 am – 4:30 pm Monday-Friday 24/7 Standby in emergencies
Essential Service Work Functions			
<ul style="list-style-type: none"> Provides ongoing information, on a province wide basis, that is used to make decisions on water supply, flood mitigation and emergency response planning. Issues advisories, watches and warnings to inform of potential and occurring hazardous river conditions (e.g. floods, ice jams). 			

DESW AB11003	Job Title	Classification	Schedule
4	Water Supply Specialists	Technologies 5	8:15 am – 4:30 pm Monday-Friday 24/7 Standby in emergencies
Essential Service Work Functions			
<ul style="list-style-type: none"> Provides ongoing information, on a province wide basis, that is used to make decisions on water supply, flood mitigation and emergency response planning. Issues advisories, watches and warnings to inform of potential and occurring hazardous river conditions (e.g. floods, ice jams). 			

Division: Strategy and Governance Division

Program: Provincial Geospatial Centre and Operational Services

Essential Service Requirements	TOTAL
Total number of essential service positions to be filled with capable and qualified managers	2
Total number of essential service positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	69
Total number required to support the essential service operations	71

PROVINCIAL GEOSPATIAL CENTRE

Note: *Fire Season is from March 1 to October 31.

LOCATIONS: The GIS specialists/technicians will be deployed to the location of most urgent need.

GRANDE PRAIRIE PROVINCIAL BUILDING

10320 99 Street
Grande Prairie, AB

PEACE RIVER PROVINCIAL BUILDING

Third Floor
9621 96 Ave
Peace River, AB

WHITCOURT PROVINCIAL BUILDING

Second Floor
5020 52 Ave
Whitcourt, AB

ROCKY MOUNTAIN HOUSE PROVINCIAL BUILDING

4919 - 51 Street
Rocky Mountain House, AB

TWIN ATRIA BUILDING

4999 - 98 Ave
Edmonton, AB

OXBRIDGE PLACE

14th Floor
9820 - 106 Street
Edmonton, AB

LAC LA BICHE PROVINCIAL BUILDING

Second Floor
8503 Beaverhill Road
Lac La Biche, AB

LETHBRIDGE PROVINCIAL BUILDING

Second Floor
200 - 5 Ave S.
Lethbridge, AB

HINTON GOVERNMENT CENTRE

131 Civic Centre Road
Hinton, AB

LAND AND FOREST SERVICE YARD

8660 Bearspaw Dam Road NW
Calgary, AB

RED DEER PROVINCIAL BUILDING

4920 – 51 Ave
Red Deer, AB

ST. PAUL PROVINCIAL BUILDING

5025 – 49 Ave
St. Paul, AB

**FORT MCMURRAY PROVINCIAL BUILDING/
JUBILEE CENTRE**

9915 Franklin Avenue
Fort McMurray, AB

DESW	Job Title	Classification	Schedule
AB11004- AB11005			
8	GIS Specialist/ Technician	Technologies 4 and 6	*Required during fire season Standby 24/7
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide GIS Services provided to Department of Forestry and Parks for Wildfire Management branch. • GIS specialists have specific training and experience in assisting with both actual wildfire response and during periods of high hazard. FP with EPA approval creates a roster, and these staff need to be available for call back by FP at any given time. DESWs on call must be able to attend the worksite within 90 minutes from the call. 			

DESW	Job Title	Classification	Schedule
AB11006			
1	Geospatial Distribution Tech	Technologies 4	*Required during fire season. Standby Monday – Friday 8:15 am – 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide satellite and aerial imagery distribution services for Department of Forestry and Parks for Wildfire Management branch, Flood forecasting, and Alberta Emergency Management Agency. 			

- This position supports the mapping work through providing imagery, and the imagery needs, distributes the information to the specified area. From this imagery, maps are made and/or analysis is completed from it.

DESW AB11007	Job Title	Classification	Schedule
1	Geomatics Technologist	Technologies 6	*Required during fire season. Standby Monday – Friday 8:15 am – 4:30 pm

Essential Service Work Functions

- Provide satellite and aerial imagery distribution services for Department of Forestry and Parks for Wildfire Management branch, Flood forecasting, and Alberta Emergency Management Agency.
- This position supports the mapping work through providing imagery, and the imagery needs, distributes the information to the specified area. From this imagery, maps are made and/or analysis is completed from it.

Program: Operational Services

Note: *Fire Season is from March 1 to October 31.

The Incident Management Team includes a Financial Team made up of staff from Environment and Protected Areas. This Financial Team is made up of one Incident Lead and other members drawn from the lists provided below. This team makes up the core of support provided and will be augmented as and when required based upon the size and number of fire events.

LOCATION: THE ADMINISTRATIVE AND FINANCIAL SUPPORT PERSONNEL WILL BE DEPLOYED TO THE LOCATION OF MOST URGENT NEED.

DESW AB11008	Job Title	Classification	Schedule
4	Finance and Administrative Team Lead (Incident Lead)	Administration 1, Administrative Support 4 & 6	*Required during fire season 7.25 hours/day; Monday-Friday. During fire season, these 4 DESW's are rostered and put on rotational standby for 2-week periods. If they are dispatched to an incident, overtime is normally incurred (7 day operations).

Essential Service Work Functions

- Incident Leads may attend fire incident command post at location and supervise the core financial and administrative support group.
- Supervise daily work for entire team and support staff who may be located in other locations.
- Daily cost management during event.
- Work with Logistics on Check in/out of incident base camp.
- Manpower and equipment paperwork is authorised, signed and submitted for processing (time sheets).
- Contract management on the ground.

DESW AB11009	Job Title	Classification	Schedule
25	Finance and Administrative Team Leads Note: Staff assigned to the IMT may work from either the Fire Incident Command Post or from their base location.	Administrative Support 6	*Required when needed during fire season 7.25 hours/day; Monday-Friday. Staff are not normally rostered or shifted. The number of staff required to work is dependent on the size or number of fire events. If workload surges due to emergency incident(s) or high fire hazard, overtime will be incurred for those assigned to teams.

Essential Service Work Functions

- Employee Commencement and wage/pay issues and 1GX
- Provide leadership to team of administrative and financial staff.
 - Position creation in 1GX to ensure firefighters have employment contracts to commence fighting fire (Assist in setting and adjusting wages/classifications).
 - Completing offer letters and removals of and accepting proof of conditions (i.e.- First Aid cert).
 - Scan signed offer letters to TAM (pending any changes to new commencement process).
 - Participate in commencement delivery (admin for Oath and AD&D Ins form).
 - Employment contract extensions - assisting in revision of offer letters.
- Wage time/salary management
- Ensure that wildfire times are approved in Forestry's Fire Management System (FIREs).
- Contract administration
- Emergency contract management.

- Payment to Firetack Crews, Manpower, and Equipment contracts (specialist manpower and equipment who require immediate payment to provide services).

Purchasing and Payment

- Procurement of supplies and equipment rentals in emergency situations.
- Cell phone administration.
- NPO coder/Invoice processing for utility bills and invoices (small organizations cannot survive if they are not paid promptly).

DESW AB11010	Job Title	Classification	Schedule
30	Administrative Support	Administrative Support 4	<p>*Required when needed during fire season</p> <p>7.25 hours/day; Monday-Friday. Staff are not normally rostered or shifted. Staff will be called upon to work as and when required and dependent on the size or number of fire events.</p> <p>If workload surges due to emergency incident(s) or high fire hazard, overtime will be incurred.</p>

Essential Service Work Functions

Wage time/salary management

- Enter and adjust seasonal times in 1GX and FIRES.
- Manages FIRES timesheets.
- Emergency Firefighter Payroll, including commissary recovery (require payment immediately after services rendered).

Contract administration

- Emergency contract management.
- Payment to Firetack Crews, Manpower, and Equipment contracts (specialist manpower and equipment who require immediate payment to provide services).

Purchasing and Payment

- Procurement of office supplies and office equipment rentals in emergency situations.
- Cell phone administration.
- NPO coder/Invoice processing for utility bills and invoices (small organizations cannot survive if they are not paid promptly).

DEPARTMENT: FORESTRY AND PARKS

Branch: Corporate Strategic Services

Program: Emergency Management Coordination and Business Continuity

ESSENTIAL SERVICE REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	1
Total number of capable and qualified opted out & excluded staff to perform essential services	0
Total number of bargaining unit members required fulfill Designated Essential Service Worker (DESW) positions during essential services operations	2 call back
Total number required to support the essential service operations	3

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: J.G. O'DONOGHUE BUILDING

Address: Main Floor, J.G. O'Donoghue Building, 7000 - Street, Edmonton, AB and/or South Petroleum Plaza, 9915 108 St. NW Edmonton AB

DESW AB11100	Job Title	Classification	Schedule
1	Emergency Management Officer	Program Services 4	Call back – In the event of an emergency
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide Forestry and Parks risk and emergency management advice and expertise (all hazards) to municipalities, industry groups dealing with emergency events. For example, natural disasters such as flood, wildfire, and weather-related emergencies. • Mobilizes the department's business continuity team members in a timely fashion to assess emergency situations and to develop options for consideration and implementation. • Coordinate with Business Continuity Team to provide emergency supports. • Liaison with incident management teams including appropriate external stakeholders. • Point of contact for all business continuity matters internal and external to the department. • Ensures on-going development and maintenance of business continuity plans and procedures to ensure the department can quickly respond to any business interruption/emergency. 			
Emergency triggers			
<ul style="list-style-type: none"> • Level of response will relate to the nature and severity of the emergency. Response activities last as long as necessary to deal with the hazards and consequences. 			

Division: Lands

Essential Service Requirements	TOTAL
Total number of essential service positions to be filled with capable and qualified managers	0
Total number of essential service positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	20 + 20 call back
Total number required to support the essential service operations	20 + 20 call back

Environmental Enforcement Branch

LOCATION: VARIOUS

Conservation Officers will be deployed to the below work locations depending on the situation/need at the time of a work stoppage.

- Rocky Mountain House: Provincial Building, Main Floor, 4919 51 St
- Red Deer: Parks Office, Main Floor, Aspen Beach
- Hinton: Hinton Government Center, Third Floor 131 Civic Centre Road
- Spruce Grove: Telus Building, Main Floor, 250 Diamond Avenue
- Cold Lake: 51 St Building, Main Floor 5013 51 St
- Lac La Biche: Provincial Building, Second Floor, 9503 Beaverhill Road
- Fort McMurray: Provincial Building/Jubilee Center, Sixth Floor West Tower, 9915 Franklin Ave
- Athabasca: Duniece Building, Third Floor, 4810 50 St
- Peace River: Provincial Building, Main Floor, 9621 96 Ave
- Grande Prairie: Provincial Building, Main Floor, 10320 99 St
- Slave Lake: Office Building, Main Floor 108 4 Avenue NE
- Dinosaur Provincial Park: Palaeontology Field Station, Main Floor, Brooks
- Pincher Creek: Provincial Building, Main Floor 782 Main Street
- Cypress Hills Park: Office Cypress Hills Provincial Park
- Peter Lougheed Provincial Park: Office Unit, Main Floor
- East Kananaskis: Sheep Ranger Station Office, Main Floor, Bragg Creek, AB
- Glenbow District: Office/Visitor Center, Main Floor, 255- 001 Glenbow Road
- Fish Creek: Fish Creek Provincial Park Admin, Main Floor, 15979 Bow Bottom Trail SE
- Cochrane: Provincial Building, Main Floor 213 1 St W.
- Wainwright: Provincial Building 810 14 Ave

DESW AB11101, AB11102	Job Title	Classification	Schedule
20 per day Plus 20 on call back per day	Sergeant or Conservation Officer	Natural Resources 7 or 8	1x DESW per district, scheduled 7.25 hours per day, 7 days/week on a rotational basis. 1x DESW per district, subject to call back 24 hours per day, 7 days/week.
Essential Service Work Functions			
<ul style="list-style-type: none"> • Enforcement/ compliance to ensure safety of the public. • Protection of Crown Lands • Assistance to law enforcement functions and operations; human and wildlife conflict response and resolution • Search and rescue support 			

Division: Parks

Essential Service Requirements	TOTAL
Total number of essential service positions to be filled with capable and qualified managers	0
Total number of essential service positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	40
Total number required to support the essential service operations	40

LOCATION: KANANASKIS, KANANASKIS EMERGENCY SERVICE CENTRE, EMERGENCY SERVICES BUILDING

Address: Main Floor, 1 Boundary Road, Kananaskis, AB

Note: Kananaskis Emergency Response centre in the event of any emergencies may be required to call in additional staff on any shift dependent upon the nature of the emergency.

DESW AB11103	Job Title	Classification	Schedule
1	Kananaskis Emergency Services Team Lead	Standards, Safety and Compliance 4	8:15 am -4:30 pm rotating days as per operational need. Call back in emergencies
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide search and rescue service in a timely and/or highly technical rescue event. • Maintains the emergency and non-emergency municipal communications system. • Respond to emergency and non-emergency operations as related to structural fire suppression, vehicle rescue, emergency, medical services, structural dispatching. • Assist with back country/ slope rescue, water, ice rescue operations. • Coordinate Critical Incident Management Systems for events of major consequence for both employees and individuals encountered. 			

DESW AB11104 AB11105	Job Title	Classification	Schedule
7	Kananaskis Emergency Communications Centre Supervisor	1 x Program Services 3	6:00 am-12:00 am non-summer operations, 6:00 am-2:00 am summer, 10 hour shifts
	Kananaskis Emergency Communications Officer	3 x Program Services 2	
	Kananaskis Emergency Services Dispatcher	3 x AS4 (Casual Wage)	

Essential Service Work Functions

- Dispatch responses to emergency and non-emergency calls received on radio or through telephone calls
 - Receive initial call, provide pre-arrival medical instructions, pin point location of emergency, triage and dispatch resources, monitor and record radio communications and the completion of detailed reports
 - Ensure all agencies involved in call response are provided accurate updates on personnel, agency and incident status
- Responsible for receiving sighting reports, transmitting data to appropriate personnel
- Collection and distribution of information pertinent to the Canadian Avalanche Centre
- Answer public inquiries or dispatch responses for non-emergency assistance
- Assist with medical care for walk in patients

DESW AB11106	Job Title	Classification	Schedule
2 per day - 1 per shift	Kananaskis Fire Captain	Standards, Safety and Compliance 2	24 hour operations, 12 hour shifts (2 day shifts, 24 hours off, 2 night shifts, then 4 days off)

Essential Service Work Functions

- Responsible for all fire and rescue operations and operational assignment as assigned by the Kananaskis Emergency Response Centre
- Respond to emergency and non-emergency operations as related to structural fire suppression, vehicle rescue, structural rescue, hazardous material intervention, wildland urban interface, wildland fire suppression, structural and confined space rescue and assisting with medical response, back country/ slope rescue, water and ice rescue operations.
- Dispatching of after hour emergencies and interagency assistance to other emergency services agencies
- Provide search and rescue service in a timely and/or highly technical rescue event

Emergency triggers

- Large emergency events in Kananaskis such as flood, fire, rescue may require all 4 captains within a day on different shifts which overlap.

LOCATION: CYPRESS HILLS

8317 Range Road 30, Cypress County, AB

DESW AB11107	Job Title	Classification	Schedule
2	1 X Area Maintenance Team Lead 1 X Tradesperson Water/ Wastewater	Technologies 4*	Approximately 3 hours per day which can be scheduled for any time of the day, 7 days per week plus on standby 24/7 to respond to critical issues. DESW must be able to physically be on location to inspect the plant, test water, and set up site for water treatment. As per the licence agreement, must be available to respond to issues within 2 hours of a call

Essential Service Work Functions

- Maintain potable water treatment and the distribution and the management of waste water to the subdivision of Elkwater
 - NOTES: Management of 4 wells (well house and pump, we need to ensure that is operating and maintained - each day 2 hours the water tech will check this treatment plant) that is brought into a centralized site to treat the water. The water is then stored and distributed. Manage the pumps to distribute. Manage the waste water through pumping into sites. Fire hydrants, businesses and people in the area. Once the water is depleted in the tank there will be no water for community of cottages, 75 condos, 20 permanent residents
- *DESW must meet regulatory and licencing requirements of a water plant operator; water plants are all different, the DESW should be familiar with this plant

DESW AB11108	Job Title	Classification	Schedule
1	Wildfire Ranger 1	Natural Resources 6 (tbc)	*Required May 1-October 31 only 7 days per week, 10am-8pm 14 days on 3 days off.

Essential Service Work Functions

- Provides wildfire pre-suppression and suppression activities at Cypress Hills Provincial Park. First responder to wildfire.
- MOU with Wildfire that Parks Division must provide the base level of wildfire prevention support.

DESW AB11109	Job Title	Classification	Schedule
1	Helitack Crew Lead	Natural Resources 3	*Required May 1-October 31 only 7 days per week, 10am-8pm 14 days on 3 days off.

Essential Service Work Functions			
<ul style="list-style-type: none"> Provides wildfire pre-suppression and suppression activities at Cypress Hills Provincial Park. First responder to wildfire. MOU with Wildfire that Parks Division must provide the base level of wildfire prevention support. 			

DESW AB11110	Job Title	Classification	Schedule
3	Fire Crew Member	Natural Resources 2	*Required May 1-October 31 only 7 days per week, 10am-8pm 14 days on 3 days off.

Essential Service Work Functions			
<ul style="list-style-type: none"> Provides wildfire pre-suppression and suppression activities at Cypress Hills Provincial Park. First responder to wildfire. MOU with Wildfire that Parks Division must provide the base level of wildfire prevention support. 			

LOCATION: BEAUVAIS PROVINCIAL PARK

Address: Beauvais Lake Provincial Park Shop (A5173)

DESW AB11111	Job Title	Classification	Schedule
1	Area Maintenance Team Lead	Technologies 4	*Required April-October only 1 day per week.

Essential Service Work Functions			
<ul style="list-style-type: none"> Testing potable water supply to residents of staff accommodations at Beauvais, Chain lakes Oversight of water contract at Chain Lakes, ODPRA, Beauvais 			

LOCATION: DINOSAUR PROVINCIAL PARK

Address: Paleontology Field Station (A4065) NE 24 - TWP18 RGE14 - W4 120009 PR130

DESW AB11112 / AB11113	Job Title	Classification	Schedule
2	Area Maintenance Team Lead	Technologies 4	*Required May-October and only if staff are living in housing 7 days per week. 2-3 hours per day. Standby availability.
	Park Maintenance Supervisor	Technologies 3	*Required October-April and only if staff are living in housing 2 days per week 2-3 hours per day for testing and monitoring systems.

Essential Service Work Functions

- Testing potable water supply to residents of staff accommodations at Dinosaur Provincial Park, Kinbrook Island PP (1 per week)
- Management of direct-discharge sewage treatment plant at Dinosaur Provincial Park (regulated system). Daily presence while operating; In off-season (Oct-April) plant is shut down and alternate septic trucking contract put in place

LOCATION: CANMORE PROVINCIAL BUILDING

Address: Second Floor, 800 Railway Avenue, Canmore, AB

DESW AB11114	Job Title	Classification	Schedule
1	Public Safety Mountain Rescue Team Lead	Standards, Safety and Compliance 5	Saturday to Wednesday 8:15 am – 4:30 pm, subject to call back

Essential Service Work Functions

- Provide response to public safety programs including Avalanche response, rope rescue and Helising rescue operations within the Kananaskis Park.
- Coordinate back country rescues

DESW AB11115	Job Title	Classification	Schedule
5 (including 1 Seasonal)	Public Safety Mountain Rescue Specialist	4 X Standards, Safety and Compliance 4 1 x Standards, Safety and Compliance 2 (Seasonal Wage)	7 days a week, 8:15 am-4:30 pm, (1 DESW to work alongside team lead Saturday-Wednesday, then Thursday & Friday require a 2 nd DESW as the Team Lead is only on call back. In addition, 2 DESWs to be scheduled on standby over the 24 hour period.

Essential Service Work Functions

- Provide response to public safety programs including Avalanche response, rope rescue and Helising rescue operations within the Kananaskis Park
- Coordinate back country rescues

DESW AB11116	Job Title	Classification	Schedule
1	KR Utilities Team Lead	Technologies 6	Monday – Friday 8:15am – 4:30pm but available for call back for emergency response 7 days a week if required.

Essential Service Work Functions

- The Utilities Team Lead is a senior technical position that is critical to Park Division's regionally delivered utilities programs.

- The position ensures continuous, uninterrupted service delivery of regional water and wastewater utilities to critical infrastructure including staff housing and emergency operation facilities.
- Additional utility delivery includes power, telephone/internet and propane service to water and wastewater distribution centres, staff housing and emergency operation facilities.

LOCATION: VARIOUS PARKS NORTH REGION

DESW AB11117/ AB11118	Job Title	Classification	Schedule
3	District Maintenance Team Leader	Technologies 4*	*Required only if staff are living in housing Approximately 3-5 hours per day which can be scheduled for any time of the day, 7 days per week.
5	Park Maintenance Supervisor (Tech 3)	<u>Technologies 3</u>	DESW must be able to physically be on location to inspect the plant, test water, and set up site for water treatment. As per the licence agreement, must be available to respond to issues within 2 hours of a call

Essential Service Work Functions

- Maintain potable water treatment and the distribution and the management of waste water during the operational months when people are living in residences within the specific Parks
- Management of well house and pump; need to ensure that they are operating and maintained for a minimum of 2 hours per day. Management of the water storage and distribution system.
- This affects all residential buildings within the following North Region parks during site operational seasons when staff are living at the sites:
 - Gregoire Lake PP (1 Tech3),
 - Sir Winston Churchill PP (1 Tech 4),
 - Cold Lake PP/Moose Lake PP (1 Tech 4),
 - Whitney Lakes PP/Garner Lake PP (1 Tech 3),
 - Long Lake PP and Cross Lake PP (1 Tech 4),
 - Lesser Slave Lake PP /Hilliard's Bay PP/Winagami Lake PP (1 Tech 4),
 - Young's Point PP/Saskatoon Island PP (1 Tech 3),
 - Moonshine Lake PP and Queen Elizabeth PP (1 Tech 3)

*DESW must meet regulatory and licencing requirements for small water systems; water plants are all different, the DESW should be familiar with this plant

LOCATION: VARIOUS PARKS CENTRAL REGION

DESW AB11119	Job Title	Classification	Schedule
5	District Maintenance Team Leader - RMH District - Red Deer District - Camrose District - Spruce Grove District - Hinton District	Technologies 4*	<p>*Required only if staff are living in housing Approximately 3 hours per day which can be scheduled for any time of the day, 7 days per week plus standby to respond to critical issues.</p> <p>DESW must be able to physically be on location to inspect the plant, test water, and set up site for water treatment.</p> <p>As per the licence agreement, must be available to respond to issues within 2 hours of a call</p>
Essential Service Work Functions			
<ul style="list-style-type: none"> • Maintain potable water treatment and the distribution and the management of waste water during the operational months when people are living in residences within the specific Parks • Management of well house and pump; need to ensure that they are operating and maintained for a minimum of 2 hours per day. Management of the water storage and distribution system. • This affects all residential buildings within the following Central Region parks during site operational seasons when staff are living at the sites: <ul style="list-style-type: none"> ○ RMH District <ul style="list-style-type: none"> ▪ Crimson Lake PP ○ Red Deer District <ul style="list-style-type: none"> ▪ Red Lodge PP ▪ Aspen Beach PP ▪ Pigeon Lake PP ○ Camrose District <ul style="list-style-type: none"> ▪ Miquelon Lake PP ▪ Cooking Lake Blackfoot PRA ○ Spruce Grove District <ul style="list-style-type: none"> ▪ Carson Pegasus Provincial Park ○ Hinton District <ul style="list-style-type: none"> ▪ W.A Switzer Provincial Park ▪ Smoky River South PRA. <p>*DESW must meet regulatory and licencing requirements for small water systems; water plants are all different, the DESW should be familiar with this plant</p>			

Division: Forestry

Program: Wildfire Management & Forestry Field Operations

ESSENTIAL SERVICE REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	23
Total number of capable and qualified opted out & excluded staff to perform essential services**	3
Total number of bargaining unit members required fulfill DESW positions during essential services operations during Fire Season only	826
Total number of bargaining unit members required fulfill DESW positions during essential services operations outside Fire Season	275
Total number required to support the essential service operations	1,127

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

**Essential services to be performed by capable and qualified opted out and excluded (OOE) include those OOE that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role

DESW's Identified: The number of DESW's identified for wildfire essential functions represents the anticipated full staffing complement for the current year's fire season therefore are subject to change year over year and throughout the fire season.

Emergency Triggers: Wildfire management branch will be required to ensure that wildfire activity in Alberta is managed appropriately. Additional resources (including overtime and on call functions) may be required dependent upon the severity and the number of active wildfires at any given time.

Reciprocal Agreements: Alberta engages in reciprocal agreements across Canada (with other wildfire management agencies). The Mutual Aid Resource Sharing (MARS) Agreement Implementation Guidelines provide Canadian Interagency Forest Fire Centre (CIFFC) Member Agencies with a standard set of procedures to use when interagency resource sharing is required. The procedures allow resource transfers to occur with a minimum of negotiation of terms and conditions during a potential or escalated wildfire situation. Special circumstances may dictate that sharing member agencies negotiate additional, or different, terms and conditions. Alberta also engages in reciprocal agreements worldwide. In addition to the inter-provincial agreements, there are other agreements between Canada and New Zealand, United States and Australia that need to be adhered to. In the event of a strike or lockout the Alberta Government will attempt to negotiate to be the last to be called upon however if required we will respond in accordance to the implementation guidelines.

Fire Season: ***Fire Season is from March 1 to October 31. Recruitment of "fire season" wage positions will ramp up through March and April with a full complement of staff available in May.

Training of new staff takes place March to mid-May. Most of the wildfire positions are 'safety sensitive' and this training is required to ensure the safety of the employee, others they are working

with or have responsibility for their safety, such as Dispatchers monitoring aircraft for mandatory 30 minute check ins for the safety of the aircrew and any passengers on board.

For the purposes of this section of the Essential Services Agreement and unless specified otherwise, staffing levels and DESWs are identified on a province-wide basis. Employees will be deployed to forest areas or headquarter regions depending on the situation/need at the time of a work stoppage.

FORESTRY DIVISION OFFICE LOCATIONS:

WILDFIRE MANAGEMENT BRANCH HEADQUARTERS (including Telecommunications, AWCC, and Warehouse and Service Centre)	JG O'Donoghue Building 7000 - 113 Street Edmonton, AB T6H 5T6
CALGARY FOREST AREA	Calgary Fire Centre 8660 Bearspaw Dam Road NW Calgary, AB T3L 1S4
EDSON FOREST AREA	Provincial Building 111 - 54 Street Edson, AB T7E 1T2
FORT MCMURRAY FOREST AREA	Provincial Building 9915 Franklin Avenue Fort McMurray, AB T9H 2K4
GRANDE PRAIRIE FOREST AREA	Grande Prairie Fire Centre 10811 - 84 Avenue Grande Prairie, AB T8V 3J2
HIGH LEVEL FOREST AREA	Provincial Building 10106 - 100 Avenue High Level, AB T0H 1Z0
LAC LA BICHE FOREST AREA	Lac La Biche Fire Centre 9505 Beaverhill Road Lac La Biche, AB T0A 2C0
PEACE RIVER FOREST AREA	Provincial Building 9621 - 96 Avenue Peace River, AB T8S 1T4

ROCKY MOUNTAIN HOUSE FOREST AREA	Provincial Building 4919 - 51 Street Rocky Mountain House, AB T4T 1B3
SLAVE LAKE FOREST AREA	Slave Lake Fire Centre 301 Birch Road NE Slave Lake, AB T0G 2A0
WHITECOURT FOREST AREA	Provincial Building 5020 - 52 Avenue Whitcourt, AB T7S 1N2

DESW AB11120	Job Title	Classification	Schedule
1	Aboriginal Liaison	Natural Resources 5	***Required during Fire Season only 5 days on 2 days off, Monday - Friday
Essential Service Work Functions			
<ul style="list-style-type: none"> • Liaison with local First Nations communities on wildfire risk. • Assist in coordinating local FireSmart projects. • Work with communities to facilitate local training. • Work with communities to hire local emergency fire crews. 			

DESW AB11121	Job Title	Classification	Schedule
1	Administrative Assistant	Administrative Support 5	***Required during Fire Season only 5 days on 2 days off, Monday-Friday
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provides records management for Wildfire Management Branch including filing and disposition of files. • Provides back-up SRC services and back-up administrative duties for Exec. Director's office including ARTS and scheduling of meetings. • Provides employee absence tracking for Wildfire Management Branch Edmonton. 			

DESW AB11122	Job Title	Classification	Schedule
1	Administrative Generalist	Administrative Support 5	***Required during Fire Season only 5 days on 2 days off, Monday - Friday
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provides accounts payable services for Wildfire Management Branch headquarters (coding and reconciliation). 			

- Provides senior administrative services to support the Safety Programs Coordinator for Forestry Division. Key functions include data management and reporting.
- Continued processing of wildfire contract invoices received post fire season, essential for Fire Season and until contractors catch up on invoicing (December) annually.

DESW AB11123	Job Title	Classification	Schedule
1	Administrative Support	Administrative Support 3	***Required during Fire Season only 5 days on 2 days off, Monday- Friday
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provides data entry for Wildfire Management Branch Edmonton staff. 			

DESW AB11124	Job Title	Classification	Schedule
3	Agreement Administrator	Administrative Support 4	Monday to Friday 8:15 am–4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Key point of contact for Wildfire Management Branch staff for contract and grant administrative services. • Provides assistance in the preparation and review of contract draft documents, and verifies contract requirements are met. • Reviews 'Requests for Proposals' (RFP), and provides assistance in preparing tender documents, evaluating proposals, awarding and signing contractual agreements. • Facilitates the timely processing of invoices for payment and the release of performance guarantees/holdbacks. • Monitors and reports on Wildfire Management Branch contracts. 			

DESW AB11125	Job Title	Classification	Schedule
1	Forestry Finance Assistant	Administrative Support 6	5 days on 2 days off, Monday-Friday
Essential Service Work Functions			
<ul style="list-style-type: none"> • Works within a financial administrative team in a supervisory and functional capacity. • Provides for the financial administration of provincial Wildfire Management Branch services. 			

DESW AB11126	Job Title	Classification	Schedule
9	Air Attack Officer/Helicopter Coordinator	Natural Resources 7/8	***Required during Fire Season only 5 days on 2 days off
Essential Service Work Functions			

- Support the Wildfire Prevention Team by delivering assigned engineering, education and enforcement components of the wildfire management program.
- Support the Wildfire Management Operations Team by delivering assigned detection, presuppression and suppression components of the wildfire management program.
- Function as an air attack officer throughout the province by directing and coordinating aerial attack on wildfires.
- Supervise the human resources assigned to ensure that services delivered support the forest area/ branch goals.
- Provide leadership to and/or participate on Incident Command Teams and provincial rosters according to certifications in order to contain and suppress wildfires and carrying out prescribed fires.
- Provide training and instruction courses and workshops within the forest area and at the Hinton Training Centre.

DESW AB11127	Job Title	Classification	Schedule
2	Aircraft Accounts Support	Administrative Support 4	5 days on 2 days off, Monday - Friday

Essential Service Work Functions

- Provides administration of aircraft payments related to aircraft contracts and timely payment of aircraft charter invoices.
- Accountable for the processing of invoices submitted by aircraft companies for payment of flying hours, basing fees and other expenses.
- Enters aircraft contracts in the Contract Administration System (Administrative Support).

DESW AB11128	Job Title	Classification	Schedule
1	Alberta Wildfire Coordination Centre Aircraft Logistics Supervisor	Administrative Support 5	5 days on 2 days off

Essential Service Work Functions

- Coordinate the acquisition and movement of casual and long-term contracted aircraft, and the acquisition of aviation fuel and fire retardant.
- Supervision and training of seasonal Air Operations logistical staff.
- Ensure data entry into FIREs program is complete and accurate for all hired aircraft.
- Involves Alberta Wildfire Coordination Centre Air Operations representation as a Unit Leader at the Provincial Dispatcher course at the Hinton Training Centre.
- Assists the Provincial Aircraft Coordinator in the dispatching of Airtankers to active fires.

DESW AB11129	Job Title	Classification	Schedule
21	Airtanker Base Loader	Natural Resources 2	***Required during Fire Season only 10 days on 4 days off or 15 days on 4 days off

Essential Service Work Functions

- Ensure personal protective equipment (PPE) is maintained and worn for airtanker loading.
- Load airtankers as directed following the prescribed safe loading procedures.
- Ensure loading area and storage areas are maintained in a high state of readiness and actions will meet prescribed alerts.
- Assist in maintaining and cleaning of all Airtanker Base buildings.
- Ensure tools are stored properly.
- Ensure safe working procedures when using all hand held and power tools at the base.
- Liaise with aircrew and Aircraft Mechanical Engineers to ensure safety and operational issues are addressed and remedied.
- In the absence of the Airtanker Base Supervisor, conduct site safety briefings.
- Assist in the monitoring and tracking of water, fuel, oil, foam and retardant volumes.

DESW AB11130	Job Title	Classification	Schedule
23	Airtanker Base Supervisor	Natural Resources 3	***Required during Fire Season only 10 days on 4 days off or 15 days on 4 days off

Essential Service Work Functions

- Responsible for safe and efficient operation of Airtanker Base.
- Facilitate the fuelling, dispatching and loading of the province's airtanker fleet in the suppression of wildfires.
- Responsible to maintain inventories of fuel, retardant, and water.
- Supervision of loader personnel.

DESW AB11131	Job Title	Classification	Schedule
3	Alberta Wildfire Coordination Centre Aircraft Logistics	Administrative Support 4	Monday - Friday 8:15 am – 4:30 pm

Essential Service Work Functions

- Work with the Provincial Aircraft Coordinator to process provincial, national and international requests for rotary and fixed wing aircraft.
- Work with the 10 forest areas to respond to airtanker requests, hire and release aircraft, complete data entry and gather info for statistical purposes.

DESW AB11132	Job Title	Classification	Schedule
4	Alberta Wildfire Coordination Centre Wildfire Logistics	Administrative Support 3 & 4	4 X Fire Season: Monday to Sunday 7:00 am–7:00 pm 1X Winter: Monday to Friday 8:15 am–4:30 pm

Essential Service Work Functions

- Process provincial, national and international requests for manpower and equipment.
- Ensure accurate and timely data entry, and summarizes data and reports pertinent to wildfire operations.
- Correspond regularly with the 10 forest areas, and the national wildfire agencies.
- Provide routine updates to the Provincial Duty officer on outstanding request.
- Assist in answering 310 FIRE calls.

DESW AB11133	Job Title	Classification	Schedule
1	Alberta Wildfire Coordination Centre Logistics Supervisor	Administrative Support 5	Monday - Friday 8:15 am – 4:30 pm

Essential Service Work Functions

- Supervises, mentors, and trains Alberta Wildfire Coordination Centre logistics.
- Processes provincial, national and international requests for manpower and equipment.
- Ensures accurate and timely data entry, and summarizes data and reports pertinent to wildfire operations.
- Correspond regularly with the 10 forest areas, and the national wildfire agencies.
- Provide routine updates to the Provincial Duty officer on outstanding requests.
- Assist in answering 310 FIRE calls.

DESW AB11134	Job Title	Classification	Schedule
2	Alberta Wildfire Coordination Centre Support	Administrative Support 3	***Required during Fire Season only Monday - Sunday 7:00 am–7:00 pm

Essential Service Work Functions

- Process reports of wildfires reported via the emergency 310-FIRE telephone line.
- Responsible for general reception calls for the Alberta Wildfire Coordination Centre.
- Complete data entry; post reports to the website; and support various wildfire operations daily activities.
- Assist in aircraft, manpower, equipment and catering logistics.

DESW AB11135	Job Title	Classification	Schedule
7	Area Information Coordinator	Program Services 3	5 days on 2 days off, Monday - Friday
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide HubSpot hazard and fire activity updates for local forest area. • Provide local media with hazard and wildfire activity updates, including approved interviews. • Participate on an Incident Management Team as the Information Officer. • Provide crisis communication for forest Area at kiosks or town hall meetings. • Prepare social media updates for wildfire activities and hazard. • Provide other public safety messaging for all hazard risk or events as assigned. • Support forest management program initiatives. 			

DESW AB11136	Job Title	Classification	Schedule
4	Facility Coordinator	Technologies 5	5 days on 2 days off
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensures the local technical team is functioning at a high level state of readiness, informed and aware of the policies, procedures and standards. • Performs technical tasks relating to the installation, operation and maintenance of Firenet Radio, Data and Voice Networks, remote weather telemetry stations and fixed remote camera networks. • Ensure high state of reliability and readiness of the Firenet system along with remote weather stations and camera networks, which provides critical communication and essential intelligence to multiple ministries prior to and during critical emergency events. • Responds to large and complex emergency incidents that require radio, voice and data telecommunication solutions. • Performs a vital role in the operation and maintenance of a province wide emergency responder radio communication system (AFRRCS). • Take lead role in Forest Area telecommunication projects. • Maintains and defines daily telecommunication area requirements. • 4 Positions-(NE Area, NW Area, West Central Area, Southern Area) 			

DESW AB11137	Job Title	Classification	Schedule
1	Business Relations Advisor	Program Support 4	***Required during Fire Season only 5 days on 2 days off, Monday-Friday
Essential Service Work Functions			
<ul style="list-style-type: none"> • Prepares briefing materials in response to ministerial action requests and emerging issues within the Forestry Division. • Researches, provides analysis, explores Forestry Division issues, and provides regular status reports. 			

- Monitors and reports on the status on Forestry Division’s response to internal and external recommendations, and contributes to the development of strategic and business plans.
- Lead role in coordinating Freedom of Information and Protection of Privacy (FOIP) responses for division.

DESW AB11138	Job Title	Classification	Schedule
30	Camp Supervisor	Maintenance Service Worker 2	***Required during Fire Season only <ul style="list-style-type: none"> • 5 days on 2 days off or • 10 days on 4 days off or • 15 days on 4 days off or • 7 days on 3 days off 7 days on 4 days off

Essential Service Work Functions

- Responsible for the operations and maintenance at one or multiple primary or secondary fire bases within a forest Area.
- Coordinates catering and janitorial contracts for the camp; ensures the camp is kept clean and orderly; completes on-site maintenance as required.

DESW AB11139	Job Title	Classification	Schedule
1	Client Services Unit Leader	Administrative Support 5	5 days on 2 days off, Monday - Friday

Essential Service Work Functions

- Prioritizes facility work flow.
- Coordinates delivery of client services essential to delivery of wildfire management training courses.

DESW AB11140	Job Title	Classification	Schedule
13	Communications Technician	Technologies 3 and 4	13 X During Fire Season 10 X During winter 5 days on 2 days off

Essential Service Work Functions

- Provide radio telecommunications support to all active wildfire operations in the Forest Area.
- Provide radio programming for newly deployed radios.
- Ensure Area Firenet repeater and site are all maintained to ensure very high levels of operability.
- Immediate respond to any radio network outages during the fire season.
- Provide radio technical support as required to fill resource request elsewhere in the province.
- Provide technical support the Alberta First Responders Radio Control Centre (AFFRACs) radio network as requested by the Radio Communication unit in Edmonton.
- Ensure local radio inventories and spares are in a high state of readiness and ready for deployment locally or provincially.

- Ensure all safe work procedures are followed.
- Ensure vehicle is maintained, equipped and service ready for any request of deployment need.

DESW AB11141	Job Title	Classification	Schedule
1	Community Relations Coordinator	Program Services 4	Monday - Friday 8:15 am-4:30 pm

Essential Service Work Functions

- Critical to implementation of communications during wildfire and other emergency incidents.
- Key provincial contact for forest area information coordinators – ensuring area communications are moving quickly and approved by corporate communications (CPE).
- Supervision of wildfire information staff, including those overseeing the FYI-Fire Centre.
- Critical to deployment of fire advisories, restrictions, bans, OHV restrictions and forest area closures related to public safety.
- Wildfire information officer trained – allows position to be deployed provincially and to forest areas to support wildfires and other emergency incidents.
- Lead wildfire information officer training provincially.

DESW AB11142	Job Title	Classification	Schedule
1	Contract Support Specialist	Administrative Support 4	5 days on 2 days off, Monday - Friday

Essential Service Work Functions

- Assist in developing provincial contracts for Firenet and facilities maintenance.
- Track and process invoices for payment related to Firenet radio system, and construction and maintenance initiatives.

DESW AB11143	Job Title	Classification	Schedule
30	Crew Supervisor	Natural Resources 4	***Required during Fire Season only 10 days on, 4 days off or 15 days on, 6 days off

Essential Service Work Functions

- Responsible to directly supervise seasonal wildfire crew during presuppression and suppression activities.
- Obtain daily project or wildfire assignments complemented with a safety briefing to address all anticipated working conditions and potential hazards to ensure worker safety.
- Deploy to an incident in the role assigned.
- Act as a mentor and trainer to enhance wildfire crew knowledge base, skills and abilities.
- Effectively communicate with the Duty Officer and wildfire crew to effectively complete tasks and assignments in a safe and timely manner.
- Complete all administrative duties with accuracy and meet deadlines.

- Complete all operations in accordance with departmental policy and standard operating procedures, Occupational Health and Safety Acts and Regulations and financial policy and business rules.
- Participating in supporting the Wildfire Detection and Prevention programs.

DESW AB11144	Job Title	Classification	Schedule
19	Data Entry	Administrative Support 3	***Required during Fire Season only 5 days on 2 days off, Monday - Friday

Essential Service Work Functions

- Timely and accurate entry of data into various wildfire computer systems.
- Assist with administration of emergency crews.
- Compile, review and summarize manpower timesheets.
- Photocopying and filing.

DESW AB11145	Job Title	Classification	Schedule
10	Detection Aide	Natural Resources 3	***Required during Fire Season only 5 days on 2 days off

Essential Service Work Functions

- In consultation with supervisor, set up a spare lookout schedule with lookout staff for the season.
- Fill the role of Lookout Observer when the designated seasonal employee for the lookout cannot fulfill his/her duties or requires time off. While in this role, carry out all regular lookout duties.
- Submit aircraft request for servicing through the forest Areas Dispatch Supervisor.
- Document, inventory, and report all the identified maintenance and repairs required at each lookout facility.
- Carry out fixed wing patrols as assigned by forest area duty officer.
- Assist in the spring opening and fall closure of all lookouts in the forest area.
- As directed by the supervisor, ensure all lookout documentation is being completed and submitted as required.
- Limited support may be provided to the forest area wildfire suppression efforts where participation does not conflict with the detection program.

DESW AB11146	Job Title	Classification	Schedule
1	Facilities & Events Assistant	Administrative Support 3	5 days on 2 days off, Monday - Friday

Essential Service Work Functions

- Coordinates accommodations, food requirements etc. for participants attending essential wildfire training courses.
- Supports preparation of classrooms, media and other devices used to deliver essential wildfire training courses.

DESW AB11147	Job Title	Classification	Schedule
1	Finance and Admin Lead	Administrative Support 6	Monday - Friday 7:45 am–3:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> Responsible for accounts payable invoices/purchase orders, expense claims, procurement card expenditures, and expenditure transfers are reviewed and processed in an accurate and timely manner in accordance with relevant policies, standards and guidelines. Reviews and approves all salary timesheets for the Provincial Warehouse, making sure appropriate signatures are in place and codes are all in accordance to the Master Agreement. Prepares wage employee timesheets in FIRES program and submits for payment processing and approval Ensures the Provincial Warehouse budget is prepared, monitored, and associated financial operations are carried out in accordance with relevant directives, policies and processes to ensure established financial targets are met and comprehensive information is available for planning and decision-making. 			

DESW AB11148	Job Title	Classification	Schedule
2	Finance Assistant	Administrative Support 4	***Required during Fire Season only 5 days on 2 days off, Monday - Friday
Essential Service Work Functions			
<ul style="list-style-type: none"> Provides the first point of contact for the Forestry Division. Duties include answering of multi-line telephone, directing calls to the appropriate staff member and branch, assisting walk-in clients, receiving and arranging courier services, processing incoming and outgoing mail, ordering of stationary supplies, and vehicle fuel purchases reconciliation. 			

DESW AB11149	Job Title	Classification	Schedule
2	Finance Specialist & Administration Specialist	Administration 1	5 days on 2 days off, Monday-Friday
Essential Service Work Functions			
<ul style="list-style-type: none"> Provides senior financial and administrative functions for provincial programs. Provides financial and administrative / facility expertise and guidance to program staff and financial staff who provide services to the Forest Area offices. 			

- Provides lead and directive roles in planning, developing, directing, and overseeing financial and administrative requirements.
- Provides leadership for programs and staff related to budgets, finance, administration and agreements administration for Forestry Division. Positions are responsible for provincial head office administration, budget monitoring, expenditure and forecast preparation, revenue forecasting and preparation, accounts payable processing, business case development and processing, grant application development and processing, Emergency Firefighter Payroll administration, and the supervision of financial and administrative staff within the Forestry Division.
- Facilitates budget forecast roll ups for the Forestry Division and program reviews for provincial and Area programs.

DESW AB11150	Job Title	Classification	Schedule
7*	Fire Equipment Refurbisher	Maintenance Service Worker 1	Monday - Friday 8:15 am-4:30 pm *7 X During fire season *2 X During winter
Essential Service Work Functions			
<ul style="list-style-type: none"> • Refurbish, inspect and repair of non-powered fireline equipment for repair and redeployment to warehouse inventory and redeployment to active wildfires (axes, Pulaski, Wajax bags and hand pumps, water bladders, water tanks, tents and shovels etc.) 			

DESW AB11151	Job Title	Classification	Schedule
3	Fire Weather Assistant	Administrative Support 3	***Required during Fire Season only Monday - Friday 8:15 am-4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Preparation and plotting of synoptic weather charts. • Retrieval and quality control of remote automatic weather station data through satellite and cellular based data communication and archiving software. • Uploading of real time and forecast fire weather/danger data to the FIRES program for use by the forest fire centre GIS based decision tools. • Preparation and operation of the provincial online fire weather briefing. • Responsible for digital archiving of weather section graphical products for historical and documentation purposes. • Respond to data requests from government and private stakeholders. 			

DESW AB11152	Job Title	Classification	Schedule
3	Fire Weather Meteorologist	Meteorologist 1	Monday - Friday 8:15 am–4:30 pm

Essential Service Work Functions

- Provide twice-daily wildfire weather forecast.
- Provide SPOT weather forecasts for specific Wildfires or prescribed fires.
- Liaison with FBAN, Fire Modellers, Alberta Wildfire Coordination Centre planning group for detailed weather information to assist in wildfire predictions.
- Provide briefing to executive and senior leaders including Deputy Ministers and Ministers.
- Fire Weather Instructor at Hinton Training Centre.

DESW AB11153	Job Title	Classification	Schedule
1	Fire Weather Section Head	Meteorologist 2	Monday - Friday 8:15 am–4:30 pm

Essential Service Work Functions

- Provide twice-daily wildfire weather forecast.
- Provide SPOT weather forecasts for specific Wildfires or prescribed fires.
- Liaison with FBAN, Fire Modellers, Alberta Wildfire Coordination Centre planning group for detailed weather information to assist in wildfire predictions.
- Provide briefing to executive and senior leaders including Deputy Ministers and Ministers.
- Supervise and provide on the job training to Met 1 and technicians.
- Trouble shoot remote auto weather stations.
- Assign workload priorities in the Met section.
- Specialized fire weather instructor at Hinton Training Centre.

DESW AB11154	Job Title	Classification	Schedule
1	Firenet Operations Coordinator	Technologies 7	5 days on 2 days off

Essential Service Work Functions

- Provides high-level leadership and first line expertise, supervision and strategic foresight to the overall Firenet network and technical staff.
- Ensures the day to day operations and delivery of multiple provincial scale public safety radio and satellite communication systems
- Oversee contract engineers, and technologist that perform RF interference and noise mitigation.
- Asses larger scale outages and reallocate resources accordingly.
- Update management and cross ministry stakeholders of potential issues or concerns.

- Monitors changing condition and circumstances to effectively modify network traffic and resources to accommodate.

DESW AB11155	Job Title	Classification	Schedule
1	FireSmart Community Protection Specialist	Natural Resources 8	Monday - Friday 8:15 am-4:30 pm

Essential Service Work Functions

- One window contact between the Forest Areas, communities and related stakeholders regarding wildfire community protection needs.
- Liaison with the Forest Resource Improvement Association of Alberta regarding FireSmart planning.
- Contract manager for FireSmart Planning Services Contractors.
- Fills various wildfire operations roles during the fire season.

DESW AB11156	Job Title	Classification	Schedule
1	FireSmart Forest Management Specialist	Natural Resources 8	***Required during Fire Season on-call Monday - Friday 8:15 am-4:30 pm

Essential Service Work Functions

- One window contact between the Forest Areas, Forest Management staff and forest industry stakeholders regarding wildfire management integration into forest management.
- One window contact of the Wildfire Management Branch regarding fuel management prescriptions.
- Fills rostered Consequence Management Officer role for Alberta Emergency Management Agency (roster is year round).
- Fills Provincial Duty Officer role as per roster (year round).
- Fills various wildfire operations roles during the fire season.

DESW AB11157	Job Title	Classification	Schedule
1	FireSmart Specialist	Program Services 4	On-call Monday - Friday 8:15 am-4:30 pm

Essential Service Work Functions

- Key contact with the Forest Areas, community groups and other stakeholders regarding FireSmart education initiatives.

- Develops products and materials key to educating the public about FireSmart.
- Link to FireSmart Alberta organization.
- Fills various wildfire support roles during the fire season, such as staffing the FYI-FIRE Fire Centre and supporting the Alberta Fire Bans website.

DESW	Job Title	Classification	Schedule
AB11158			
1	FireSmart Unit Lead	Natural Resources 9	Monday - Friday 8:15 am-4:30 pm

Essential Service Work Functions

- Fills rostered Incident Management Team Planning Section Chief role.
- Fills rostered Consequence Management Officer Role for Alberta Emergency Management Agency (roster is year round).
- Supports Forest Areas in Prevention and Wildfire Operations roles.
- Responds to Action Requests and Briefing Notes.
- Completes Business Cases essential for contract development.
- Assists in managing the FireSmart budget.
- Recall for special assignments dedicated to a Type 1 incident management team.

DESW	Job Title	Classification	Schedule
AB11159			
1	Fleet Coordinator/ Purchaser	Administrative Support 5	Monday - Friday 8:15 am-4:30 pm

Essential Service Work Functions

- Responsible for Forestry Division's vehicle management and administration as well as the acquisition of a broad range of equipment associated with provincial wildfire management and other business operations.

DESW	Job Title	Classification	Schedule
AB11160			
1	Food Services Unit Leader	Administration 2	5 days on 2 days off, Monday - Friday 40 hrs/week

Essential Service Work Functions

- Coordinates and ensures the delivery of Food Services to participants attending essential wildfire training courses.
- Schedules staff to ensure food service delivery to personnel attending essential wildfire training courses.
- Troubleshoots issues during delivery of food services to personnel.
- Orders materials and supplies (daily during Spring training delivery)

DESW	Job Title	Classification	Schedule
AB11161			
60*	Forest Officer	Natural Resources 6	5 days on 2 days off
Essential Service Work Functions			
<ul style="list-style-type: none"> • Support the presuppression, and suppression components of the Wildfire Management program by fulfilling regular scheduled shifts as forest area response officer. • Actively carries out a variety of roles to assist with the suppression of wildfires within the forest area and Province as required. • Assists with the Area forest area Detection program. • Assist in the preparation and management of Wildfire Operations. • Participate in the delivery of the Enforcement component of the wildfire prevention program. • Participate in the education component of Wildfire Prevention. • Ensure records are maintained in a timely and efficient manner and awareness of provincial policies and procedures are followed. • Refill airtankers with fire retardant. 			
<p>* The parties acknowledge the Employer is actively recruiting additional Forest Officers. The Union agrees the Employer can assign essential services shifts to any additional Forest Officers hired to this position, without the need to negotiate those increases under Article 6 of this Agreement.</p>			

DESW	Job Title	Classification	Schedule
AB11162			
1	GIS Specialist	Technologies 6	Monday - Friday 8:15 am-4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provides operational support for the conversion, update, maintenance and loading of fire specific data, base mapping data, land-use and natural resource inventory data into provincial and data repositories. • Performs complex spatial analysis and geo-processing to provide department staff with information to aid in decision-making. • Provides technical expertise in the appropriate use of fire specific data, base mapping data, land-use and natural resource inventory spatial data in automated decision support applications within the department. • Preparation of work plans for the development and loading of spatial data repositories, and develops timeframes for meeting goals and priorities. • Responsible for the creation and maintenance of the Fire Behaviour Prediction fuel type inventory data sets and all data sets related to them. • Responsible for coordinating the division's mobile mapping program. • Prepares and develops technical workshops. • Participates on provincial incident command GIS teams in support of Wildfire Management Branch incident command teams. • Participates on the Wildfire Management Branch GIS roster, providing support to the Alberta Wildfire Coordination Centre. 			

DESW	Job Title	Classification	Schedule
AB11163			
1	GIS Specialist Analyst	Technologies 6	Monday - Friday 8:15 am–4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provides operational support for the conversion, update, maintenance and loading of fire specific data, base mapping data, land-use and natural resource inventory data into provincial and data repositories. • Performs complex spatial analysis and geo-processing to provide department staff with information to aid in decision-making. • Provides technical expertise in the appropriate use of fire specific data, base mapping data, land-use and natural resource inventory spatial data in automated decision support applications within the department. • Preparation of work plans for the development and loading of spatial data repositories, and develops timeframes for meeting goals and priorities. • Participates in the creation and maintenance of the Fire Behaviour Prediction fuel type inventory data sets and all data sets related to them. • Participates in coordinating the division's Mobile Mapping program. • Prepares and develops technical workshops. Participates on provincial incident command GIS roster in support of wildfire Management Branch incident command teams. • Participates on the Wildfire Management Branch Headquarters GIS roster, providing support to the Alberta Wildfire Coordination Centre. 			

DESW	Job Title	Classification	Schedule
AB11164			
197	Helitack Crew Member	Natural Resources 2	***Required during Fire Season only 15 days on 6 days off
Essential Service Work Functions			
<ul style="list-style-type: none"> • Performs suppression activities on wildfires. • Keep assigned equipment serviceable, organized and fire ready. • Participate in regular proficiency training and document activities. • Be prepared for wildfire export at all times. • Maintains a state of readiness and conduct work in a safe and effective manner. • Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times. 			

DESW	Job Title	Classification	Schedule
AB11165			
61	Helitack Leader	Natural Resources 3 and 4	***Required during Fire Season only 15 days on 6 days off
Essential Service Work Functions			

- Performs and directs suppression activities on wildfires
- Keep assigned equipment serviceable, organized and fire ready
- Participate in regular proficiency training and document activities.
- Be prepared for wildfire export at all times
- Ensure crew maintains a state of readiness set by the Duty officer and once dispatched, suppress all wildfires in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.

DESW	Job Title	Classification	Schedule
AB11166			
14	Helitack Subleader	Natural Resources 3	***Required during Fire Season only 15 days on 6 days off

Essential Service Work Functions

- Performs and directs suppression activities on wildfires.
- Keep assigned equipment serviceable, organized and fire ready.
- Participate in regular proficiency training and document activities.
- Be prepared for wildfire export at all times.
- Assist in ensuring the crew maintains a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.

DESW	Job Title	Classification	Schedule
AB11167			
1	IMIS System Administrator	Administrative Support 5	Monday - Friday 8:15 am–4:30 pm

Essential Service Work Functions

- The IMIS System Administrator is the key functional resource to ensure the Inventory Management Information System (IMIS) is operational and that any maintenance of the system is completed in order to ensure that fireline equipment can be tracked as it moves throughout the province.

DESW	Job Title	Classification	Schedule
AB11168			
1	Junior Forest Ranger Program Specialist	Program Services 3	Monday - Friday 8:15 am–4:30 pm Only required July- August until JFR's travel home coordinated

Essential Service Work Functions

- Eight crews of eight 17/18 year olds for 6 weeks in various places in Alberta.

- Program operation and ensure a safe and successful program for participants.
- Focus on training, leadership, supervision, program development, and program coordination will be suspended during work stoppage.
- Position capable of supporting wildfire operations.
- Coordination of safe travel home of JFR's is required. Not required further.

DESW	Job Title	Classification	Schedule
AB11169			
1	Junior Forest Ranger/ Review & Improvement Lead	Natural Resources 8	Monday - Friday 8:15 am-4:30 pm

Essential Service Work Functions

- A resource that can be deployed to the field in a number of wildfire or emergency response roles to support incidents and forest areas dealing with wildfire emergencies.
- Support deployment of fire advisories, restrictions, bans, OHV restrictions and forest area closures related to public safety.
- Support prevention wildfire response in managing forest area prevention and response during wildfires and in presuppression including compliance and enforcement activities.
- A resource that can be deployed on wildfire and other emergencies in and out-of-province.
- Oversight of the review and improvement and Junior Forest Ranger program

DESW	Job Title	Classification	Schedule
AB11170			
12	Logistics Assistant	Administrative Support 2 or 3	***Required during Fire Season only <ul style="list-style-type: none"> • 5 days on 2 days off or • 10 days on 4 days off or • 7 days on 3 days off 7 days on 4 days off

Essential Service Work Functions

- Hire and track equipment resource hired in the forest area.
- Work with Camp Supervisors to ensure camps are prepared for incoming resources.
- Track contract issues with catering contracts.
- Maintain FIREs program entry for all equipment hires and track their deployments and assignments.
- Provide relief for Logistic Coordinator on days off.
- Deploy to wildfire incident to support in the logistic functions (supply or service).

DESW	Job Title	Classification	Schedule
AB11171			
10	Logistics Coordinator	Administrative Support 5	5 days on 2 days off or 10 days on 4 days off

Essential Service Work Functions

- Manage the forest area logistics function by providing technical support and assistance to the forest area Duty Officer and direct Logistics Support staff.
- Coordinate, process and track requests for equipment, services and manpower as directed by the Duty Officer.
- Responsible to recruit, supervise, train and audit seasonal Logistics Support staff within the forest area.
- Audit all applicable wildfire logistics decision support systems.
- Cover senior dispatcher responsibilities.
- During the off-season, assist in the administration workload for the forest area in processing equipment tickets, equipment rate entry, and contract administration.
- Support will also be given to the local warehouse in the off-season to support administrative workload and other requirements at the local forest area warehouse as required.

DESW	Job Title	Classification	Schedule
AB11172			
100	Lookout Observer	Lookout 1	***Required during Fire Season only 24 hours 7 days a week

Essential Service Work Functions

- Provide early detection and accurate reporting of all potential smoke and wildfire within the lookout visible area. Continuous observation on the progress and behaviour of the smoke or wildfire until suppression personnel arrive at the wildfire location is also required.
- Maintain a constant vigilance for smokes indicating wildfire and communicate reports and check-ins by radio with the Forest Area office at scheduled times.
- Record and report all unauthorized smoke or smokes by radio to the forest area.
- Record and report all observed lightning storms and strikes to the forest area.
- Monitor authorized wildfire, which are under permit.
- Maintain Fire Permit Register and update as new permit locations are received and old permits expire.
- Check and record weather readings at least twice daily and report to the Forest Area.
- During an ongoing wildfire, recording and reporting weather on an hourly basis.
- Act as a communications relay between fire camps, field staff, aircraft, etc., as required.
- Maintain a station log of all radio transmissions.
- Perform safety maintenance and equipment inspections work on the lookout buildings, equipment and to the site itself.
- Maintain the buildings and facilities in safe working order at all times.
- Report unsafe equipment to the duty officer.

Terms and Conditions

- Maintain occupancy as per the Wildfire Operations SOP 5.2, Core Periods and Cupola Occupancy

DESW AB11173	Job Title	Classification	Schedule
1	Mechanic's Assistant	Maintenance Service Worker 1	Monday - Friday 7:30 am – 4:00 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Refurbishing of powered equipment used for fire fighting i.e. pumps and chainsaws. This would include dismantling pumps, chainsaws etc. for mechanics to begin work on. • Cleaning and painting fire equipment parts. • Repairing fire equipment parts such as recoil starters, pump frames and pump ends. • Decontamination of pumps. • Refurbishing of non-powered equipment such as Wajax bags and hand pumps. • General shop cleaning duties. 			

DESW AB11174	Job Title	Classification	Schedule
1	Mechanical Services Supervisor	Technologies 5	Monday - Friday 7:30 am – 4:00 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Supervises small engine mechanics and one Maintenance Service Worker I. • Responsible to ensure all powered fireline tools (chainsaws, pumps, generators etc.) are inspected, serviced and repaired and return to active service. • Assigns work priorities within the unit. • Ensure the mobile mechanic support trailers are stocked and serviceable. • Determines staffing for the trailers in the event they are deployed to wildfire incident. • Ensure the inventory of spare parts on hand is adequate for the anticipated need, monitors and orders inventory as required. • Submits paper work to write off equipment that is damaged or worn beyond economical repair. • Inspects quality of work. • Participates in the repair and refurbishment of equipment. 			

DESW AB11175	Job Title	Classification	Schedule
3	Native Liaison	Administrative Support 2	***Required during Fire Season only 5 days on 2 days off
Essential Service Work Functions			
<ul style="list-style-type: none"> • Issue fire permits in the assigned communities. • Upon request, solicit from the communities the required number of qualified individuals for a Wildfire Crew request(s). 			

- Assist in fitness testing local Wildland Fire Fighters.
- Liaison with the community to raise concerns and opportunities for fire fighters.

DESW	Job Title	Classification	Schedule
AB11176 AB11177			
24	Patrol Person	Natural Resources 3	***Required during Fire Season only 5 days on 2 days off

Essential Service Work Functions

- Issuance of fire permits in the forest area and ensures the fire site will be safe and not escape fire permit legal land location.
- Inspection of fire permit request sites and approves burning only under safe conditions.
- Pass fire permit locations to lookout observers.
- Educate rural residents about safe burning practices and changing hazard conditions through friendly and courteous contact.
- Assist the forest area with the wildfire prevention activities and make recommendations on improving the prevention program.

DESW	Job Title	Classification	Schedule
AB11178			
1	Personnel Administrator	Administrative Support 4	5 days on 2 days off, Monday - Friday

Essential Service Work Functions

- Duties include payroll for Edmonton Wildfire Management Branch staff, wage commencements for seasonal staff for Edmonton, backup Service Request Coordinator.
- Reviews wage commencements for the 10 FA, administration for Junior Forest Ranger program, Wildfire Crew (new Hires – fitness and interviews), other seasonal positions

DESW	Job Title	Classification	Schedule
AB11179			
1	Prescribed Fire Unit Lead	Natural Resources 9	Monday - Friday 8:15 am-4:30 pm

Essential Service Work Functions

- Provide funding, training and other resources to forest areas for prescribed fire planning.
- Approve prescribed fire plans
- Provide wildfire operations support as Fire Behaviour Analyst and fire growth modeller.
- Collect and analyze forest fuel inventory data in support of FireSmart and Prescribed Fire Programs.
- Participate in multiple committees/advisory groups that support Forestry Division Business.

- Assist in development of new tools to enhance FireSmart Program data management and business needs.

DESW	Job Title	Classification	Schedule
AB11180			
1	Program Support (Training Admin)	Administrative Support 4	5 days on 2 days off, Monday - Friday
Essential Service Work Functions			
<ul style="list-style-type: none"> • Coordinates and sets priorities for Program Support position. • Ensures delivery of required Administrative Support services to participants attending essential wildfire training courses. • Coordinates registration for essential wildfire training Courses. 			

DESW	Job Title	Classification	Schedule
AB11181			
1	Provincial Airtanker Program Supervisor	Natural Resources 8	Monday - Friday 8:15 am-4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide leadership to the on-going training and operation of the Air tanker program. • Function as one of the scheduled Provincial Aircraft coordinators accountable for the co-ordination of presuppression and suppression activities in the province according to Standard Operating Procedures. • Participate in Aviation Working Group accountable for maintaining the Aviation Program. • Participate on Incident Management Teams in order to suppress and contain wildfires in the province or in other jurisdictions while on export. • Lead or participate on various working groups or task forces to develop and/or review policies, guidelines, and technology to support the effective wildfire operations of the Wildfire Management Branch. 			

DESW	Job Title	Classification	Schedule
AB11182			
1	Provincial Aviation Specialist	Natural Resources 8	Monday - Friday 8:15 am-4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide leadership to the on-going training and operation of the aviation programs. • Function as one of the scheduled provincial Duty Officers and Provincial Aircraft coordinators accountable for the co-ordination of presuppression and suppression activities in the province according to Standard Operating Procedures. 			

- Chair the Aviation Working Group accountable for maintaining the Wildfire Management Branch-Aviation Program.
- Participate on Incident Management Teams in order to suppress and contain wildfires in the province or in other jurisdictions while on export.
- Lead or participate on various working groups or task forces to develop and/or review policies, guidelines, and technology to support the effective wildfire operations of the Wildfire Management Branch.

DESW	Job Title	Classification	Schedule
AB11183			
1	Provincial Initial Attack Program Coordinator	Natural Resources 7	Monday - Friday 8:15 am–4:30 pm

Essential Service Work Functions

- Coordinate the recruitment for the Wage Crew Program.
- Monitor initial attack crew performance and liaise between crews, forest areas and the Alberta Wildfire Coordination Centre.
- Function as one of the scheduled provincial Duty Officers accountable for the co-ordination of presuppression and suppression activities in the province according to Standard Operating Procedures.
- Participate on Incident Management Teams in order to suppress and contain wildfires in the province or in other jurisdictions while on export.
- Coordinate the Heavy Equipment contract and assist the forest areas in administering these contracts.

DESW	Job Title	Classification	Schedule
AB11184			
1	Provincial Logistics Program Coordinator	Natural Resources 7	Monday - Friday 8:15 am–4:30 pm

Essential Service Work Functions

- Provincial lead in logistics and accountable for dissemination of wildfire information from the Alberta Wildfire Coordination Centre.
- Contract administration for five provincial contracts and lead on the provincial contracts used by the forest areas.
- Responsible for procedures that the Provincial logistics Coordinators implement in acquisition of manpower and equipment resources.
- Lead contact for mutual aid resource sharing agreements nationally and internationally.
- Responsible for changes, new development, and business knowledge to the FIREs program with respect to wildfire operations.
- Assist with updates to provincial manuals, business rules, forms and website content.
- Assist with pre-suppression and suppression efforts within or out of the province.

DESW AB11185	Job Title	Classification	Schedule
1	Provincial Rotor Wing Specialist	Natural Resources 7	Monday - Friday 8:15 am–4:30 pm

Essential Service Work Functions

- Provide leadership to the on-going training and operation of the rotary wing program.
- Function as one of the scheduled Provincial Aircraft coordinators accountable for the co-ordination of presuppression and suppression activities in the province according to Standard Operating Procedures.
- Participate in the Aviation Working Group accountable for maintaining the Wildfire Management Branch's Aviation Program.
- Participate on Incident Management Teams in order to suppress and contain wildfires in the province or in other jurisdictions while on export.
- Lead or participate on various working groups or task forces to develop and/or review policies, guidelines, and technology to support the effective wildfire operations of the Wildfire Management Branch.

DESW AB11186	Job Title	Classification	Schedule
1	Provincial Sustainable Action Program Coordinator	Natural Resources 7	Monday - Friday 8:15 am–4:30 pm

Essential Service Work Functions

- Participate in the recruitment for the Wage Crew Program.
- Provide information to forest area staff and ensure a successful, consistent program is achieved province wide for the Unit Crew and Firetack programs.
- Monitor the Unit crew and Firetack crew performance and liaise between the crews, forest areas and the Alberta Wildfire Coordination Centre.
- Function as one of the scheduled provincial Duty Officers accountable for the co-ordination of presuppression and suppression activities in the province according to Standard Operating Procedures.
- Participate on Incident Management Teams in order to suppress and contain wildfires in the province or in other jurisdictions while on export.
- Coordinate the Manpower and Firetack contracts and assist the forest areas in administering these contracts.

DESW AB11187	Job Title	Classification	Schedule
1	Provincial Wildfire Detection Officer	Natural Resources 7	Monday - Friday 8:15 am–4:30 pm

Essential Service Work Functions

- Provincial Lead in the Lookout Tower inspection and maintenance program to ensure the Lookout towers are safe.
- Function as one of the scheduled Duty Officers and Provincial Aircraft coordinators accountable for the co-ordination of presuppression and suppression activities in the province according to Standard Operating Procedures.
- Participate on Incident Management Teams in order to suppress and contain wildfires in the province or in other jurisdictions while on export.
- Lead or participate on various working groups or task forces to develop and/or review policies, guidelines, and technology to support the effective wildfire operations of the Wildfire Management Branch.
- Chair and instruct at the Lookout Supervisor Orientation course.
- Instruct and mentor at the Lookout Observer Training course.
- Lead or participate on various working groups or task forces to develop and/or review policies, guidelines, and technology to support the effective wildfire operations of the Wildfire Management Branch.

DESW	Job Title	Classification	Schedule
AB11188			
3	Seasonal Provincial Wildfire Investigator	Program Services 1	***Required during Fire Season only 5 days on 2 days off

Essential Service Work Functions

- Investigation of wildfires and other emergencies for cause and origin, for civil litigations and/or criminal prosecutions.
- Responsible to deliver wildfire enforcement activities as needed during fire bans, OHV restrictions and forest area closures.
- Responsible for supporting the wildfire investigations program by conducting wildfire investigations on a provincial level.
- Assist with the development of investigation procedures, research new initiatives and technologies for wildfire investigations, forensics, photography and documentation.
- Support deployment of fire advisories, restrictions, bans, OHV restrictions and forest area closures related to public safety.
- Support prevention wildfire response in managing area prevention and response during wildfires and in presuppression including compliance and enforcement activities.
- A resource that can be deployed on wildfire and other emergencies in province and out-of-province.

DESW	Job Title	Classification	Schedule
AB11189			
3	Provincial Wildfire Investigator	Program Services 3	Monday - Friday 8:15 am–4:30 pm

Essential Service Work Functions

- Investigation of wildfires and other emergencies for cause and origin, for civil litigations and/or criminal prosecutions.
- Responsible to deliver wildfire enforcement activities as needed during fire restrictions, bans, OHV restrictions and forest area closures.
- Responsible for supporting the wildfire investigations program by conducting wildfire investigations on a provincial level.
- Assist with the development of investigation procedures, research new initiatives and technologies for wildfire investigations, forensics, photography and documentation.
- Support deployment of fire advisories, restrictions, bans OHV restrictions and forest area closures related to public safety.
- Support prevention wildfire response in managing forest area prevention and response during wildfires and in presuppression including compliance and enforcement activities.
- A resource that can be deployed on wildfire and other emergencies in province and out-of-province.
- Staff FYI Fire Centre as required.
- Available for provincial information officer duty roster.

DESW	Job Title	Classification	Schedule
AB11190			
1	Provincial Wildfire Prevention Officer	Natural Resources 8	Monday - Friday 8:15 am–4:30 pm

Essential Service Work Functions

- Critical to deployment of fire advisories, restrictions, bans, OHV restrictions and forest area closures related to public safety.
- Support prevention wildfire response in managing area prevention and response during wildfires and in presuppression including compliance and enforcement activities.
- Active and rostered Air Attack Officer and Provincial Aircraft Coordinator
- A resource that can be deployed to the field in a number of wildfire or emergency response roles to support incidents and areas dealing with wildfire emergencies.
- Critical to implementation of communications during wildfire and other emergency events.
- A resource that can be deployed on wildfire and other emergencies in province and out-of-province.

DESW AB11191	Job Title	Classification	Schedule
1	Provincial Wildfire Prevention Officer – Investigations Unit Lead	Natural Resources 8	Monday - Friday 8:15 am–4:30 pm

Essential Service Work Functions

- Critical to managing the wildfire investigations program and oversight of investigations of all wildfires in the FPA.
- Investigation of high profile wildfires and other emergencies for civil litigations and/or criminal prosecutions.
- Responsible to support wildfire enforcement activities as needed during fire restrictions, bans, OHV restrictions and forest area closures – during high hazard periods.
- Responsible for guiding the wildfire investigations program on a provincial level.
- Lead with the development of investigation procedures, research new initiatives and technologies for wildfire investigations, forensics, photography and documentation.
- Support deployment of fire advisories, restrictions, bans, OHV restrictions and forest area closures related to public safety.
- Support prevention wildfire response in managing forest area prevention and response during wildfires and in presuppression including compliance and enforcement activities.
- A resource that can be deployed on wildfire and other emergencies in province and out-of-province.

DESW AB11192	Job Title	Classification	Schedule
1	Purchaser	Administrative Support 4	Monday - Friday 8:15 am–4:30 pm

Essential Service Work Functions

- Requests to purchase diverse commodities in support of wildfire management and other business operations are processed in a timely, accurate, efficient and cost-effective manner in accordance with applicable legislation, regulations, agreements and policies and procedures.
- Consultation, advice and expertise are provided to clients, department representatives, and stakeholders to support the acquisition of appropriate products and services that meet business requirements and resolution of associated issues in accordance with applicable legislation, regulations, agreements and policies and procedures.

DESW AB11193	Job Title	Classification	Schedule
1	Purchaser Team Lead	Administrative Support 5	Monday - Friday 8:15 am–4:30 pm

Essential Service Work Functions

- Supervises purchasers within the purchasing section

- Requests to purchase diverse commodities in support of wildfire management and other business operations are processed in a timely, accurate, efficient and cost-effective manner in accordance with applicable legislation, regulations, agreements and policies and procedures.
- Consultation, advice and expertise are provided to purchasers, clients, department representatives, and stakeholders to support the acquisition of appropriate products and services that meet business requirements and resolution of associated issues in accordance with applicable legislation, regulations, agreements and policies and procedures.

DESW	Job Title	Classification	Schedule
AB11194			
1	Refurbishing Supervisor	Maintenance Service Worker 3	Monday - Friday 8:00 am–4:30 pm

Essential Service Work Functions

- This position supervises staff in the refurbishing section that provides maintenance, repair and refurbishing of all non-powered fireline equipment used for wildfire suppression by Wildfire Management Branch personnel.
- Provides training to the refurbishing staff in the warehouse.
- Ensure *Occupational Health and Safety Act* and Regulations along with Wildfire Management Branch policies and Standard Operating Procedures are followed in the refurbishing unit.
- Responsible to maintain an accurate parts inventory that is used to refurbish fireline equipment.
- Supervise hose refurbishing contract.

DESW	Job Title	Classification	Schedule
AB11195			
1	Remote Sensing/GIS Analyst	Technologies 6	Monday - Friday 8:15 am–4:30 pm

Essential Service Work Functions

- Apply state of the art remote sensing techniques to wildfire management.
- Develop procedures and produce high quality image-derived mapping products.
- Develop LIDAR-derived products related to wildfire.
- Update the Alberta Ground Cover Classification product.
- Facilitate the integration of remote sensing and GIS activities within the Wildfire Resource Information Unit.
- Participate in the provincial Infrared program roster during the fire season.

DESW	Job Title	Classification	Schedule
AB11196			
1	Remote Sensory Analyst	Natural Resources 8	Monday - Friday 8:15 am–4:30 pm

Essential Service Work Functions

- Apply state of the art remote sensing techniques to wildfire management.
- Develop procedures and produce high quality image-derived mapping products.
- Develop LIDAR-derived products related to wildfire.
- Update the Alberta Ground Cover Classification product.
- Facilitate the integration of remote sensing and GIS activities within the Wildfire Resource Information Unit.
- Participate in the provincial Infrared program roster during the fire season.

DESW	Job Title	Classification	Schedule
AB11197			
4	Provincial Wildfire Information Officer	Program Services 2, 3 and 4	***Required during Fire Season only Monday - Friday 8:15 am-4:30 pm

Essential Service Work Functions

- Critical to implementation of communications during wildfire and other emergency events.
- Each position will rotate through the Provincial Information Officer on call roster.
- Shifting through FYI-Fire centre as required.
- Critical to deployment of fire advisories, restrictions, bans, OHV restrictions, and forest area closures related to public safety.
- Wildfire information officer trained – allows position to be deployed provincially and to areas to support wildfires and other emergencies.
- One information officer specializes in video for wildfire, other in web contents for wildfire, and other public communications and emergency communications.
- Supporting wildfire information officer training provincially.

DESW	Job Title	Classification	Schedule
AB11198			
2	Senior Forestry Training Specialist	Natural Resource 8	*** Required to support Wildfire Training only 5 days on 2 days off, Monday - Friday

Essential Service Work Functions

- Online training lead - ensures delivery of online training courses that are pre-requisites to delivery of essential wildfire management training.
- Trouble shoot online learning required for all non-wildfire management branch staff required to respond and control wildfires (wildfire orientation course)

DESW	Job Title	Classification	Schedule
AB11199			
1	Senior Personnel Administrator	Administrative Support 6	5 days on 2 days off, Monday-Friday

Essential Service Work Functions

- Provides leadership and direction to the Forestry Division regarding staffing processes, procedures and requirements.
- Provides various payroll related services to Forestry Division.
- Monitors Forestry Division staff compliance with financial policies.
- Prepares and analyzes personnel and payroll reports.
- Provides SRC services to Forestry Division headquarters staff.
- Ensures proper records management, as well as coordinates awards and recognition for Forestry Division.
- Lead payroll specialist and is the primary contact supporting headquarters and forest areas.

DESW	Job Title	Classification	Schedule
AB11200			
1	Senior Wildfire Prevention Specialist	Program Services 4	Monday - Friday 8:15 am–4:30 pm

Essential Service Work Functions

- Critical to deployment of fire advisories, restrictions, bans, OHV restrictions and forest area closures related to public safety.
- Support prevention wildfire response in managing area prevention and response during wildfires and in presuppression, including compliance and enforcement activities.
- A resource that can be deployed to the field in a number of wildfire or emergency response roles to support incidents and areas dealing with wildfire emergencies.
- Critical to implementation of communications during wildfire and other emergency events.
- A resource that can be deployed on wildfire and other emergencies in province and out-of-province.

DESW	Job Title	Classification	Schedule
AB11201			
3	Senior Wildfire Training Specialists	Natural Resources 8	5 days on 2 days off, Monday - Friday (Up to 14 days on with 4 off during delivery of member and leader training)

Essential Service Work Functions

- Delivers training to participants attending essential wildfire training courses.
- Mentors/coaches participants.
- Manages contracts and contract delivery at essential wildfire training courses.
- Evaluates participants and marks/assesses participants to ensure competence.
- Provides evaluations to Administrative Support for entry into certification databases.

DESW AB11202	Job Title	Classification	Schedule
6	Small Engine Mechanic	Automotive Service Technician	Monday - Friday 7:30 am-4:00 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Performs diagnosis, repairs and certification on a variety of wildfire suppression equipment used throughout the province, including, repairing power saws, pumps, generators and related equipment. • Staff the mobile equipment repair trailer when required for campaign wildfires. • Completes work orders; create parts order lists and supplies inventories. 			

DESW AB11203	Job Title	Classification	Schedule
20	Warehouse Support Workers	Operational Services 2, 3 & 4	***Required during Fire Season only 5 days on 2 days off
Essential Service Work Functions			
<ul style="list-style-type: none"> • Receive and process incoming inventory efficiently and accurately. • Ship required inventory in a timely and efficient manner. • Prepare kits for fireline use. • Store and managing inventory effectively. • Maintenance of facilities. • Participate in wildfire incident deployment in supply or service functions. • May be required to be certified to operate a forklift. 			

DESW AB11204	Job Title	Classification	Schedule
1	Finance/Admin Lead	Administrative Support 6	5 days on 2 days off, Monday - Friday
Essential Service Work Functions			
<ul style="list-style-type: none"> • Oversee finance/admin section – assign work for essential positions identified at the Hinton Training Centre. • Payments of food for training, essential services staff time reporting/payment – wage and permanent. 			

DESW AB11205	Job Title	Classification	Schedule
1	Telecommunications Coordinator	Administration 2	Required during fire season and in February 5 days on 2 days off, Monday - Friday

Essential Service Work Functions

- Manages the telecom portfolio for Forestry Division.
- Coordinates the acquisition of hardware and services, and maintaining the inventory.
- In February required for telecoms activation in preparation for March 1st.

DESW AB11206	Job Title	Classification	Schedule
10	Unit Crew Leader	Natural Resources 4	***Required during Fire Season only 15 days on 6 days off

Essential Service Work Functions

- Performs and directs suppression activities on wildfires.
- Keep assigned equipment serviceable, organized and fire ready.
- Participate in regular proficiency training and document activities.
- Be prepared for wildfire export at all times.
- Ensure the crew maintains a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.
- Supervises and assigns functional work to subleaders.
- Ensure compliance to operating and safety standard operating procedures.

DESW AB11207	Job Title	Classification	Schedule
140	Unit Crew Member	Natural Resources 2	***Required during Fire Season only 15 days on 6 days off

Essential Service Work Functions

- Performs suppression activities on wildfires.
- Keep assigned equipment serviceable, organized and fire ready.
- Participate in regular proficiency training and document activities.
- Be prepared for wildfire export at all times.
- Maintains a state of readiness and conduct work in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.

DESW	Job Title	Classification	Schedule
AB11208			
50	Unit Crew Sub-Leader	Natural Resources 3	***Required during Fire Season only 15 days on 6 days off

Essential Service Work Functions

- Performs and directs suppression of assigned member on activities on wildfires
- Keep assigned equipment serviceable, organized and fire ready
- Participate in regular proficiency training and document activities.
- Be prepared for wildfire export at all times
- Ensure they and crew members maintain a state of readiness set by the Duty officer and once dispatched suppress all wildfires in a safe and effective manner.
- Ensure vehicle, equipment and accommodations assigned are properly maintained and accounted for at all times.

DESW	Job Title	Classification	Schedule
AB11209			
1	Warehouse Services Supervisor	Operational Services 5	Monday - Friday 8:00 am – 4:30 pm

Essential Service Work Functions

- Provides direction in day-to-day operations of the Warehouse Service Centre to ensure there is an adequate supply of materials and equipment ready for distribution across the province to meet the needs of the Wildfire Management Branch and support wildfire management activities.
- Responsibilities in warehousing include receiving, storage, packing of kits, distribution and shipping of wildfire equipment and other items to Forest Area Warehouses and wildfire incidents.
- Supervises stock keepers and seasonal stock keepers.
- Ensures that all Occupational Health & Safety regulations are adhered to in the unit.

DESW	Job Title	Classification	Schedule
AB11210			
10	Warehouse Supervisor	Operational Services 5	5 days on 2 days off

Essential Service Work Functions

- Supervise and train permanent and seasonal warehouse support staff.
- Receive and process incoming inventory efficiently and accurately.
- Ship inventory in a timely and efficient manner.
- Participate in wildfire incident deployment in supply or service functions, including Logistic Section Chief 1 or 2.
- Store and manage inventory effectively.
- Maintenance of facilities.

- Ensure all entry into IMIS is accurate and timely.
- Participate in the provincial equipment group.
- Ensure all kits and equipment are packed and shipped in accordance with provincial standards.
- Certified to operate a forklift.

DESW	Job Title	Classification	Schedule
AB11211			
1	Wildfire Coordinator	Natural Resources 3	***Required during Fire Season only 15 days on 6 days off

Essential Service Work Functions

- Obtain daily project or wildfire assignments complemented with a safety briefing to address all anticipated working conditions and potential hazards to ensure worker safety under your supervision.
- Deploy to an incident in the role assigned.
- Act as a mentor and trainer to enhance for Helitack crews in the Area.
- Effectively communicate with the Duty Officer and Crews to effectively complete tasks and assignments in a safe and timely manner.
- Complete all administrative duties with accuracy and meet deadlines.
- Complete all operations in accordance with departmental policy and standard operating practices, *Occupational Health and Safety Acts* and Regulations and financial policy and business rules.
- Conduct reviews of crews to ensure equipment is maintained in a safe and operational state, crews are meeting readiness requirements, safety criteria including rest periods.

DESW	Job Title	Classification	Schedule
AB11212			
1	Wildfire Detection Program Lead	Natural Resources 8	Monday - Friday 8:15 am-4:30 pm

Essential Service Work Functions

- Responsible for the development, maintenance and provide strategic direction to the provincial wildfire detection program.
- Provide leadership and training to staff involved with the wildfire detection program.
- Function as one of the scheduled shoulder season provincial Duty Officers accountable for the co-ordination of presuppression and suppression activities in the province according to Wildfire Management Standard Operating Procedures.
- Function as one of the Wildfire Management Branch Consequence Management Officers.
- A participating member of the Wildfire Operations Group.
- Chair and provide support to the Wildfire Detection Working Group and link to the Wildfire Operations Group.
- Participate on Incident Management Teams and or provide support to the Alberta Wildfire Coordination Centre in order to suppress and contain wildfires in the province or in other jurisdictions while on export.

- Responsible to develop/deliver business rules, policies, standard operating procedures and conduct operational reviews to align the provincial wildfire detection program.
- Provide input in wildfire detection training manuals.
- Instruct at the Lookout Observer and the Lookout Supervisor courses.
- Lead or participate on various working groups or task forces to develop and/or review policies, guidelines, and technology to support the effective wildfire operations of the Wildfire Management Branch.

DESW	Job Title	Classification	Schedule
AB11213			
35	Wildfire Dispatcher	Administrative Support 3	***Required during Fire Season only 7 days on 3 days off, 7 days on 4 days off or 5 days on 2 days off

Essential Service Work Functions

- Maintain an accurate E-log for all activities while on Duty.
- Maintain data entry within the FIREs and Dispatch program as required.
- Dispatch resource as requested by the forest area duty officer or senior dispatcher.
- Hire aircraft as directed using the standard criteria, documentation and protocols.
- Flight tracking for AF and EP flights with GoA staff on board.
- Participate on incident management teams as request in the Role of a Radio Operator – locally or for export outside the Forest Area.
- Track all resource check in times and frequencies, follow standard operating procedures for late or overdue check-ins; including lookout tower check-ins and schedules.
- Assist in on the job training for new dispatcher.
- Provide orientation for dispatchers imported to assist from other Forest Areas.
- Monitor Dispatch and FIREs programs to maintain situational awareness of local activity.
- Provide the Airtanker Base with dispatch information for local airtanker dispatches.
- Invoke emergency procedure for distress calls (e.g. Aircraft Mayday or lookout threats).

DESW	Job Title	Classification	Schedule
AB11214			
10	Wildfire Dispatch Supervisor	Administrative Support 5	Will follow individuals regular shift rotation: 5 days on 2 days off or 10 days on 4 days off

Essential Service Work Functions

- Recruit, train and supervise seasonal Wildfire Dispatchers
- Function as a Radio Operator 1 or 2 on wildfire incident.
- Maintain a Federal Radio Operators licence
- Ensure all Dispatch and FIREs programs data entry is captured and accurate.
- Hire local forest area based aircraft as requested and approved by the forest area duty officer.

DESW AB11215	Job Title	Classification	Schedule
5*	Wildfire Facility Coordinator	Technologies 4	5 X *During fire season 2 X *During winter 5 days on 2 days off, Monday - Friday
Essential Service Work Functions			
<ul style="list-style-type: none"> • Coordinate repair and maintenance of Wildfire Camps and Facilities. • Instruct Camp Supervisors on basic repairs and maintenance. • Conduct emergency repairs to ensure camps meet Occupational Health & Safety and Alberta Health legislation. 			

DESW AB11216	Job Title	Classification	Schedule
1	Wildfire Geo-Spatial Technologist	Technologies 5	Monday - Friday 8:15 am–4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Participate in the Incident Command System GIS and Provincial Thermal Infrared programs supporting wildfires for Alberta. • Provide geospatial services in support of the wildfire management branch program. • Participates on the Wildfire management branch Headquarters GIS roster, providing support to the Alberta Wildfire Coordination Centre. 			

DESW AB11217	Job Title	Classification	Schedule
1	Wildfire Land Management Specialist	Natural Resources 8	***Required during Fire Season on-call Monday - Friday 8:15 am–4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • One window contact between the forest areas, Environment and Parks and the oil and gas industry stakeholders regarding wildfire management integration into land use management. • One window contact for Wildfire Management Branch regarding land management activities. • Fills rostered consequence management officer role for Alberta Emergency Management Agency (roster is year round). • Supports the AWCC intelligence function when required. • Fills various wildfire operations roles during the fire season. 			

DESW AB11218	Job Title	Classification	Schedule
8	Wildfire Management Specialist	Natural Resources 8	5 days on 2 days off

Essential Service Work Functions

- Plan and integrate strategies with the aim of integrating wildfire into land and resource management within the forest area.
- Senior technical specialist providing support and services to achieve wildfire mitigation, response, preparedness, and recovery.
- Support a variety of wildfire management approaches to achieve landscape-level forest and land management objectives.
- Influence wildfire management planning, vegetation management, prescribed fire, wildfire use, and integrated planning activities.
- Provide real-time Fire Behaviour analysis and strategic wildfire management services.

DESW AB11219	Job Title	Classification	Schedule
1	Wildfire Management Unit Lead	Natural Resources 9	Monday - Friday 8:15 am–4:30 pm

Essential Service Work Functions

- Aligns wildfire management strategic priorities and major initiatives with departmental risk management policy to establish a reliable basis for decision-making, ensure effective allocation and use of resources for wildfire risk mitigation, and increase the likelihood of achieving departmental business plan goals.
- Oversees fire modelling and landscape analysis to support wildfire management business area needs and strategic planning initiatives within the department.
- Develops and maintains computer models and systems that enable landscape analysis, fire behaviour forecasting and enhanced decision support.
- Supports research and development activities to promote continuous improvement and leading edge wildfire management practices in Alberta.

DESW AB11220	Job Title	Classification	Schedule
10	Wildfire Operations Officer	Natural Resources 8	5 days on 2 days off

Essential Service Work Functions

- Monitor strategy, tactics, and policy adherence to the Forest Area presuppression and suppression preparedness activities and the Strategic Wildfire Management Plan.

- Provide leadership and/or participate on special provincial incident management teams in an effort to contain and suppress escaped wildfires.
- Provide leadership and/or participate in Wildfire Assessments/Audits and after action reviews.
- Respond to Ministerial Orders and represent departmental interests in dealing with local and provincial wildfire issues.

DESW	Job Title	Classification	Schedule
AB11221			
1	Wildfire Ops Coordinator	Natural Resources 8	Monday - Friday 8:15 am–4:30 pm

Essential Service Work Functions

- Provide leadership to the on-going training and operation of the Type 1 (HAC, and Unit Crew), FIRETACK and Type 2 firefighter programs.
- Function as one of the scheduled provincial Duty Officers accountable for the co-ordination of presuppression and suppression activities in the province according to Standard Operating Procedures.
- Acts as provincial lead for the negotiation of new or renewal of existing province-wide service contracts for Medical Services, Base Camps and Security Services.
- Chair the Certification Working Group accountable for maintaining the Wildfire Management Branch's Fireline Certification Program, the continuing development and enhancement of the certification process and provide support for its implementation and use.
- Participate on Incident Management Teams in order to suppress and contain wildfires in the province or in other jurisdictions while on export.
- Lead or participate on various working groups or task forces to develop and/or review policies, guidelines, and technology to support the effective wildfire operations of the Wildfire Management Branch.

DESW	Job Title	Classification	Schedule
AB11222			
10	Wildfire Prevention Officer	Natural Resources 8	5 days on 2 days off

Essential Service Work Functions

- Conduct impartial investigation of complex, multi-faceted wildfire starts according to legislation, established protocols and national investigation standards.
- Facilitates regulatory action for the recovery of human caused firefighting costs and prosecutions.
- Provide accurate information for the court and administrative proceedings.
- Establish and enforce wildfire advisories, restriction, fire bans, OHV restrictions and forest area closures.

DESW	Job Title	Classification	Schedule
AB11223			
1	Wildfire Review Specialist	Natural Resources 6	***Required during Fire Season only Monday - Friday 8:15 am-4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Active on provincial Type 1 logistics roster. • Wildfire training for logistical staff. • A resource that can be deployed to the field in a number of wildfire or emergency response roles to support incidents and forest areas dealing with wildfire emergencies. • Support deployment of fire advisories, restrictions, bans, OHV restrictions and forest area closures related to public safety. • Support prevention wildfire response in managing forest area prevention and response during wildfires and in presuppression including compliance and enforcement activities. • A resource that can be deployed on wildfire and other emergencies in province and out-of-province. 			

DESW	Job Title	Classification	Schedule
AB11224			
1	Wildfire Systems Analyst	Meteorologist 1	Monday - Friday 8:15 am-4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Support the development of wildfire management plans to address wildfire mitigation, preparedness, response, and recovery in each to the forest areas. • Supports the development and implementation of risk-based analyses, standards and criteria to establish a reliable basis for wildfire management decision making and planning initiatives. • Works with forest areas and AWCC staff to accomplish wildfire management goals and objectives including incident management team deployments and Provincial Fire Behavior Service Centre requests. 			

DESW	Job Title	Classification	Schedule
AB11225			
40	Wildfire Technologist	Natural Resources 7	5 days on 2 days off
Essential Service Work Functions			
<ul style="list-style-type: none"> • Coordinate the operational delivery of the detection component of the Wildfire Management program in the Forest Areas to ensure that detection activities meet or exceed provincial standards. • Function as forest area Duty Officer on a rotational basis to coordinate presuppression activities according to the Standard Operating Procedures and business rules. • Ensure all staff assigned to the position follows the safety program for the Forest Area. 			

- Provide leadership to and participate on incident management teams according to certification in an effort to contain and suppress escaped wildfires.
- Supervision of staff within the Forest Area to ensure the timely, effective, efficient and safe response to all wildfires and to ensure the Wildfire Management branch standards and performance measures are met or exceeded.

DESW	Job Title	Classification	Schedule
AB11226			
1	Wildfire Telecommunications and Facilities Finance Admin Lead	Administrative Support 6	Monday - Friday 8:15 am-4:30 pm

Essential Service Work Functions

- Responsible for the monitoring and coordination of all administrative functions within the unit.
- Responsible for the unit's budget forecasting, tracking, reporting.
- Cross ministry support for reviews, summaries and expenditures related to Alberta First Responders Radio Communication System.
- Contract management and administration of Service and equipment contracts.
- Responsible for the administration of the unit's large telecommunication inventory of wireless, cable line and VOIP networks.
- Provides administrative guidance and support to over 35 spatially situated staff and contract staff.
- Provides senior administrative leadership within a multi-faceted team environment.
- Ensures compliance with the Government of Alberta regulations, policies and procedures.
- Due to contract management and need to support this unit including Alberta First Responders Radio System radio network year round contract and equipment purchases this is essential for not only the Fires Season but at 70% of November to February

DESW	Job Title	Classification	Schedule
AB11227			
1	Wildfire Telecommunications and Facilities Warehouse Lead	Operational Services 5	5 days on 2 days off

Essential Service Work Functions

- Provide complete warehousing requirements and support to all forest area telecom staff.
- Ensures adequate supply of materials, supplies and equipment to support all Telecom and Facilities outages and maintenance response
- Interface with all staff and cross ministry agencies utilizing Firenet and or other First Responder networks.
- Ensure all safe work procedures are followed in and around the facility.

- Ensure the Edmonton vehicle fleet is maintained, equipped and service ready for any request of deployment need.

DESW AB11228	Job Title	Classification	Schedule
3	Wildfire Training Specialist	Natural Resources 7	5 days on 2 days off, Monday - Friday (Up to 14 days on with 4 off during delivery of member and leader training)
Essential Service Work Functions			
<ul style="list-style-type: none"> • Delivers training to participants attending essential wildfire training courses. • Mentors/coaches participants. • Manages contracts and contract delivery at essential wildfire training courses. • Evaluates participants and marks/assesses participants to ensure competence. • Provides evaluations to administration for entry into certification databases. 			

DESW AB11229	Job Title	Classification	Schedule
2	Forest Management Specialist	Natural Resources 7	***Required during Fire Season only 5 days on 2 days off, Monday - Friday
Essential Service Work Functions			
<ul style="list-style-type: none"> • Contact between forest areas, forest management staff and forest industry stakeholders regarding wildfire management integration into forest management. • Fill various wildfire operations roles during the fire season. 			

DESW AB11230	Job Title	Classification	Schedule
1	Forest Operations Monitor Specialist	Natural Resources 7	***Required during Fire Season only 5 days on 2 days off, Monday - Friday
Essential Service Work Functions			
<ul style="list-style-type: none"> • Responsible for the forest operations monitoring program. • Fill various wildfire operations roles during the fire season. 			

DESW	Job Title	Classification	Schedule
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AB11231			
1	Provincial Fire Behaviour Specialist	Natural Resources 8	5 days on 2 days off, Monday - Friday
Essential Service Work Functions			
<ul style="list-style-type: none"> Responsible for the provincial fire behaviour analyst program. Provincial link to forest area FBANs. Prepared to staff various provincial rosters and export to wildfire incidents in the province and in other jurisdictions. 			

DESW	Job Title	Classification	Schedule
AB11232			
2	Senior Area Forester	Natural Resources 9	***Required during Fire Season only 5 days on 2 days off, Monday - Friday
Essential Service Work Functions			
<ul style="list-style-type: none"> Lead for the forest management program in the forest areas. Prepared to staff various provincial rosters and export to wildfire incidents in the province and in other jurisdictions. 			

DESW	Job Title	Classification	Schedule
AB11233			
1	Provincial Fire Weather Network Technologist	Technologies 5	5 days on 2 days off, Monday - Friday
Essential Service Work Functions			
<ul style="list-style-type: none"> Provide tech support to the fire weather system in support of the meteorologists. Trouble shoot remote auto weather stations and well as the lightning detection system. Support fire weather assistants with duties as required, particularly during the shoulder and off seasons. 			

DESW	Job Title	Classification	Schedule
AB11234			
1	Wildfire Investigator	Natural Resources 7	5 days on 2 days off, Monday - Friday
Essential Service Work Functions			
<ul style="list-style-type: none"> Investigation of wildfires and other emergencies for cause and origin, for civil litigations and/or criminal prosecutions. Responsible to deliver wildfire enforcement activities as needed during fire restrictions, bans, OHV restrictions and forest area closures. Responsible for supporting the wildfire investigations program by conducting wildfire investigations on a provincial level. 			

- A resource that can be deployed on wildfire and other emergencies in province and out-of-province.

DESW AB11235	Job Title	Classification	Schedule
1	Wildfire Risk Management Specialist	Program Services 4	5 days on 2 days off, Monday - Friday

Essential Service Work Functions

- Lead on business continuity for Wildfire Management Branch.
- Liaison with Transport Canada regarding legislated vehicle fleet requirements.
- Provide information to forest area staff and ensure a successful, consistent program is achieved province wide for the unit crew and Firetack programs.
- Function as one of the scheduled provincial duty officers accountable for the coordination of presuppression and suppression activities in the province according to Standard Operating Procedures.
- Participate on incident management teams in order to suppress and contain wildfires in the province or in other jurisdictions while on export.

DESW AB11236	Job Title	Classification	Schedule
4	Area Telecommunication Leads	Technologies 4	5 days on 2 days off, Monday - Friday

Essential Service Work Functions

- Provide 24 hours, 7 days a week critical support and response for system operation, network optimization, network outage restoration and cross-department/agency coordination.
- Onsite technical support for mission critical telecommunication systems, telemetry networks and other electronic systems in operation.
- Provide remote integration of onsite equipment, trouble shooting and repair of all facets relating to telecommunications and electronic networks.
- Perform technical maintenance and related documentation to the operation of Firenet Radio, Data and Voice Networks, remote weather telemetry stations and fixed remote camera networks.
- Respond to large and complex emergency incidents that require radio, voice and data telecommunication solutions.
- Ensures the high state of reliability and readiness of the Firenet system along with remote weather stations and camera networks, which provides critical communication and essential intelligence to multiple ministries prior to and during critical emergency events.
- Performs a vital role in the operation and maintenance of a province wide emergency responder radio communication system (AFRRCS).
- Takes the lead role in Forest Area on area and district telecommunication projects.
- Maintains and defines daily telecommunication area requirements.

DESW	Job Title	Classification	Schedule
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AB11237			
4	Wildfire Communication Technologist	Technologies 6	5 days on 2 days off, Monday - Friday
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide 24 hours, 7 days a week critical support and response for Firenet network operations, network optimization, network outage restoration and cross-department/agency coordination (Alberta First Responders Radio Communication System, Parks). • Teleport switch support for mission critical telecommunication systems, telemetry networks and other electronic systems in operation. • Network and system engineering. • Provide remote integration of onsite equipment, trouble shooting and repair of all facets relating to telecommunications and electronic networks. • Perform technical maintenance and related documentation to the operation of Firenet Radio, Data and Voice Networks, remote weather telemetry stations and fixed remote camera networks. • Respond to large and complex emergency incidents that require radio, voice and data telecommunication solutions. 			

DEPARTMENT: HEALTH

Division: Public Health

Program: Health and Wellness Promotion Branch

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services	3
Total number of capable and qualified opted out & excluded staff to perform essential services	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations during Influenza season only (September 1 – November 30)	8
Total number of bargaining unit members required fulfill DESW positions during essential services operations outside Influenza season (December 1 – August 31)	3
Total number required to support the essential service operations	11

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: ALBERTA VACCINE DEPOT

Address: [REDACTED]
[REDACTED]

DESW	Job Title	Classification	Schedule
AB12000			
Sept 1 to Dec 8: 7 Dec 9 to Aug 31: 2	Provincial Vaccine Depot Technologist	Technologies 3/ Technologies 4	Monday to Friday 730am-230pm On standby*: after business hours on a weekly rotation Monday-Sunday

Essential Service Work Functions
<ul style="list-style-type: none"> • Process and ship Alberta Vaccine Inventory Orders to multiple stakeholders (pharmacy wholesalers, Alberta Health Services vaccine depots, First Nations communities, pharmacies, physician clinics). • Record lab fridge, cooler and shops temperatures. • Pick and pack vaccine orders. • Maintain depot stock via use of mechanical equipment (trained with pallet jacks and hydraulic lifts to receive and ship orders). • Ensure that the vaccine inventory is maintained and accurate using the specialized Alberta Vaccine Inventory Management System. • Accept vaccine shipments.

Emergency Triggers
<ul style="list-style-type: none"> • School programs and routine child immunization require vaccine to be available and shipped in August may require additional hours. • During peak times need someone on-call at all times monitoring the temperature app from home. • Responding to the requirements of a large immunization campaign (e.g. measles outbreak, COVID-19 pandemic). • Antiviral distribution in the event of an influenza pandemic. • Responding to urgent need of lifesaving antitoxins for Botulism and Diphtheria. • Equipment maintenance or malfunction issues may require vaccine to be moved to temporary storage.

* DESWs on standby must be able to attend the worksite within 90 minutes from the call.

DESW	Job Title	Classification	Schedule
AB12001			
1	Provincial Coordinator Biologics	Program Services 3	Monday to Friday 7:30am-2:30pm On standby after business hours on a weekly rotation Monday- Sunday

Essential Service Work Functions
<ul style="list-style-type: none"> • Manages and maintains the Alberta Vaccine Inventory System (AVI). Vaccine orders are managed for multiple stakeholders (pharmacy wholesalers, Alberta Health Services vaccine depots, First Nations communities, pharmacies) <ul style="list-style-type: none"> ○ Compile and analyze data on each provincially funded biological for monthly financials ○ Monitor utilization of all biologicals and places urgent orders as needed. • Manages all vaccine supply within the PVD with close collaboration with pharmacy technicians within the PVD and regionally with Vaccine Coordinators within AHS zones. • Develop allocation, order, and delivery schedules for the distribution of influenza vaccine including monitoring of supply and reporting uptake of vaccine to Manager. • Collaborate with vendors and some sites to facilitate direct shipments and urgent shipments as required. • Maintain depot stock via use of mechanical equipment (trained with pallet jacks and hydraulic lifts to receive and ship orders).

Emergency Triggers
<ul style="list-style-type: none"> • School programs and routine child immunization require vaccine to be available and shipped in August and may require additional hours. • During peak times need someone on-call at all times monitoring the temperature app from home. • Responding to the requirements of a large immunization campaign (e.g. measles outbreak, COVID-19 pandemic). • Antiviral distribution in the event of an influenza pandemic. • Responding to urgent need of lifesaving antitoxins for Botulism and Diphtheria. • Equipment maintenance or malfunction issues, may require vaccine to be moved to temporary storage.

* DESWs on standby must be able to attend the worksite within 90 minutes from the call.

DEPARTMENT: INFRASTRUCTURE

Division: Properties

Program: Properties Management

ESSENTIAL SERVICE REQUIREMENTS	TOTAL
Total number of essential services positions to be filled with capable and qualified managers	0
Total number of essential services positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	16
Total number of DESWs required to support the essential service operations	16

* DESW's on standby must be able to attend the worksite within ½ hour from the call. This also applies if there were to be an emergency in any one of the Government of Alberta's owned facilities.

LOCATION: SPY HILL CORRECTIONAL CENTRE; CALGARY REMAND CENTRE; CALGARY YOUNG OFFENDERS

DESW	Job Title	Classification	Schedule
AB12100			
1	Power Plant Engineer 4 th class	Power Plant Engineer 4 th class	Monday-Friday 7:00 am-3:30 pm + on standby up to 3 hours to perform checks*

Essential Work functions

- Work essential to the efficient and effective operation and maintenance of large heating and/or cooling plant(s) and auxiliary equipment.
- Maintenance of high energy systems to meet ABSA Code.
- Required to work the minimum time to meet ABSA code requirements.
- Maintain boiler operations as per CRC boiler operating procedure.

***Existing contract in place for regulatory service checks on weekends**

DESW	Job Title	Classification	Schedule
AB12101			
1	Electrician	Electrician 1	On standby
Essential Work functions			

- Work essential to ongoing operation and maintenance of electrical equipment and systems as it relates to the protection of life health and safety under 95.1 a. of the Labour Relations Code.
- Respond to and repair emergent electrical issues.

DESW	Job Title	Classification	Schedule
AB12102			
1	Plumber	Plumber 1	On standby
Essential Work functions			
<ul style="list-style-type: none"> • Work essential to ongoing operation and repair of plumbing, heating, gas fitting, and/or mechanical systems within the assigned facility. 			

LOCATION: LETHBRIDGE CORRECTIONAL CENTRE

DESW	Job Title	Classification	Schedule
AB12103			
1	Electrician	Electrician 1	On standby
Essential Work functions			
<ul style="list-style-type: none"> • Work essential to ongoing operation and maintenance of electrical equipment and systems as it relates to the protection of life health and safety under 95.1 a. of the Labour Relations Code. • Respond to and repair emergent electrical issues 			

DESW	Job Title	Classification	Schedule
AB12104			
1	Plumber	Plumber 1	On standby
Essential Work functions			
<ul style="list-style-type: none"> • Work essential to ongoing operation and repair of plumbing, heating, gas fitting, and/or mechanical systems within the assigned facility. 			

LOCATION: MICHENER CENTRE, RED DEER ALBERTA

DESW	Job Title	Classification	Schedule
AB12105			
1	Power Plant Engineer 4 th class	Power Plant Engineer 4 th class	Monday-Friday 7: 30 am-4:00 pm + on standby up to 3 hours to perform checks
Essential Work functions			
<ul style="list-style-type: none"> • Work essential to the efficient and effective operation and maintenance of large heating and/or cooling plant(s) and auxiliary equipment. 			

- Maintenance of high energy systems to meet ABSA Code.
- Required to work the minimum time to meet ABSA code requirements.
- Weekends and Holidays: As per Power Engineer Regulation AR 85/2003 Section 4 (1)(3)(B).
- Heating plant equipment is checked twice within each 24-hour period and at least 7 hours apart, while the heating plant is in operation.
- Heating Plant 18, 18 Michener Way requires Power Engineer the following for Boiler# 1, 2 and 3 and (Heating Plant 2, 20 Michener Way) requires the following for Boiler #1 and 2. no power engineer required.
- Standard Operating Procedures (SOPs)-all ABSA documents and regulations can be retrieved from www.absa.ca.
- Inspection and Servicing SOPs - as per ABSA AB-506 (Inspection & Servicing Requirements for In-Service Pressure Equipment).
- Operational SOPs - Operational SOPs: as per ABSA Guidelines for (Care and Operation of Hot Water and Steam Heating Boilers).

DESW	Job Title	Classification	Schedule
AB12106			
1	Plumber	Plumber 1	On standby
Essential Work functions			
<ul style="list-style-type: none"> • Work essential to ongoing operation and repair of plumbing, heating, gas fitting, and/or mechanical systems within the assigned facility. 			

LOCATION: GOVERNMENT CENTRE (GOVERNMENT HOUSE, QUEEN ELIZABETH II BUILDING, LEGISLATURE BUILDING)

DESW	Job Title	Classification	Schedule
AB12107			
2	Power Plant Engineer 4 th class	Power Plant Engineer 4 th class	Monday-Friday 7:00 am-3:30 pm + on standby up to 3 hours to perform checks
Essential Work functions			
<ul style="list-style-type: none"> • Work essential to the efficient and effective operation and maintenance of large heating and/or cooling plant(s) and auxiliary equipment for the assigned facility. • Maintenance of high energy systems to meet ABSA Code. Required to work the minimum time to meet ABSA code requirements. • For Boiler #1, 2,3,4 the following is required to be completed: <ul style="list-style-type: none"> ○ Daily Check: steam pressure gage, boiler water level, flame colour and pattern, furnace pressure, wind box pressure, flue gas temperature, Induced Draft fan bearing temperature and oil reservoir level, instrument air pressure, combustion controls, gas valve, forced and induced draft air dampers, feed water valve operation, water leaks, and gas leaks. Test and maintain boiler, softener, feed water and return condensate water chemistry in accordance with the Alberta Government water treatment program guidelines. Flush the boiler, condensate receiver, and deaerator water columns and gage 			

glasses. Check automatic operation of the combustion controls to maintain steam pressure set point. Perform Plant rounds twice within each 24 hour period and at least 7 hours apart to detect problems early. Note: Daily boiler checks on weekends are performed by Total Property Manager power engineers.

- Weekly check- In addition to daily checks prove the operation of the low water fuel cut-off, flame failure cut off and blow down the boiler mud drums.
- Monthly check - In addition to daily and weekly checks lift the safety valves, check the low combustion air flow fuel cut-off. Isolate the transmitters and flush the drum level and steam flow transmitter sensing lines.

DESW AB12108	Job Title	Classification	Schedule
1	Electrician Supervisor (High Voltage Distribution System)	Electrician 3	On standby

Essential Work functions

- Work essential to ongoing operation and maintenance of electrical equipment and systems as it relates to the protection of life health and safety under 95.1 a. of the Labour Relations Code.
- Respond to and repair emergent electrical issues
- Provide specialized high voltage maintenance for the high voltage systems.

DESW AB12109	Job Title	Classification	Schedule
1 Out of session	Electrician	Electrician 1	On standby
2 In session*			

*1 DESW required to be on site at all hours when Legislature is in session.

Essential Work functions

- Work essential to ongoing operation and maintenance of electrical equipment and systems as it relates to the protection of life health and safety under 95.1 a. of the Labour Relations Code.
- Respond to and repair emergent electrical issues

DESW AB12110	Job Title	Classification	Schedule
2	Plumber	Plumber 1	On standby

Essential Work functions

- Work essential to ongoing operation and repair of plumbing, heating, gas fitting, and/or mechanical systems within the assigned facility.

LOCATION: EDMONTON LAW COURTS

DESW	Job Title	Classification	Schedule
AB12111			
1	Power Plant Engineer 4 th class	Power Plant Engineer 4 th class	Monday-Friday 7:00 am-3:30 pm + on standby up to 3 hours to perform checks
Essential Work functions			
<ul style="list-style-type: none"> • Work essential to the efficient and effective operation and maintenance of large heating and/or cooling plant(s) and auxiliary equipment. • Maintenance of high energy systems to meet ABSA Code. • Required to work the minimum time to meet ABSA code requirements. • Maintain boiler operations as per CRC boiler operating procedure. • Edmonton Law Courts requires the following for Boilers <ul style="list-style-type: none"> ○ Daily - Water tests completed daily and results recorded as per water treatment program. Check and record pressure and stack temperature. ○ Twice daily (7 hours apart) - Check that combustion and ventilation area is clear of obstruction. Check for unusual noises, odors, vibrations. Observe water level and blow down LWCO. Observe flame for color. 			

DESW	Job Title	Classification	Schedule
AB12112			
1	Electrician	Electrician 1	On standby
Essential Work functions			
<ul style="list-style-type: none"> • Work essential to ongoing operation and maintenance of electrical equipment and systems as it relates to the protection of life health and safety under 95.1 a. of the Labour Relations Code. • Respond to and repair emergent electrical issues. 			

DESW	Job Title	Classification	Schedule
AB12113			
1	Plumber	Plumber 1	On standby
Essential Work functions			
<ul style="list-style-type: none"> • Work essential to ongoing operation and repair of plumbing, heating, gas fitting, and/or mechanical systems within the assigned facility. 			

DEPARTMENT: JOBS, ECONOMY AND TRADE

Division: Safe, Fair and Healthy Workplaces

Program: Occupational Health and Safety

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of essential service positions to be filled with capable and qualified managers	6*
Total number of essential service positions to be filled with capable and qualified opted out & excluded staff	0.2
Total number of bargaining unit members required fulfill DESW positions during essential services operations	14
Total number required to support essential service operations	20.2
EMERGENCY TRIGGERS	
<ul style="list-style-type: none"> • Mass work refusals. • Immediate danger complaints including those related to communicable disease transmission in the workplace. • Work site fatality or serious injury requiring admission to hospital. • An unplanned or uncontrolled explosion fire or flood that causes a serious injury or that has the potential of causing a serious injury. • Other natural disasters such as tornadoes where work sites are affected. • Mining reportable incidents. • The collapse or upset of a crane, derrick or hoist. • The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure. 	

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off.

LOCATION: FORT MCMURRAY/ GRANDE PRAIRIE

Address: Fort McMurray, Provincial Building, Jubilee Centre, Seventh Floor, West Tower, 9915 Franklin Avenue / Grande Prairie Provincial Building, Third Floor, 10320 - 99 Street

DESW	Job Title	Classification	Schedule
AB12200			
1 – Fort McMurray	Occupational Health and Safety Officer	Standards, Safety and Compliance 5	Monday-Friday 8:15 am to 4:30 pm and 1 on-standby from Monday-Friday 4:30 pm to 8:15 am and Friday 4:30 pm to 8:15 am
1 – Grande Prairie			Monday for urgent calls

Essential Work functions			
<ul style="list-style-type: none"> • Respond to immediate danger complaints and high risk complaints including work refusals. • Complaint review to determine severity and whether immediate follow up is required. • Assist initial investigation of reportable incidents (fatalities or serious injuries) • Provide critical coverage to OHS Contact Centre (CSS) for intake of calls as required. 			

DESW AB12201	Job Title	Classification	Schedule
1	Occupational Health and Safety Investigator	Standards, Safety and Compliance 6	Monday-Friday 8:15 am to 4:30 pm and 1 on standby (shared with Grande Prairie) from Monday-Friday 4:30 pm to 8:15 am and Friday 4:30 pm to 8:15 am Monday for urgent calls

Essential Work functions			
<ul style="list-style-type: none"> • Complete approval, certification, and licensing process for applications presenting an immediate health and safety concern. • Complaint-review to determine severity and whether immediate follow up is required. • Initial investigation of reportable incidents (fatalities or serious injuries). • Respond-to immediate danger complaints and high risk complaints including work refusals. • Attend scheduled court appearances (prosecutions, ticketing trials, etc.) as necessary.** • Provide critical coverage to OHS Contact Centre (CSS) for intake of calls as required. • If there is not a qualified person to be placed into the role (given our vacancies and training status of our incumbent) from those offices, it would be an additional Edmonton based investigator needed to cover the essential work in these areas. 			

LOCATION: EDMONTON

Address: J. G. O'Donoghue Building Main floor, 7000 113 St NW; 8th Floor, 10808 99 Ave NW

DESW AB12202	Job Title	Classification	Schedule
3	Occupational Health and Safety Officer	Standards, Safety and Compliance 5	Monday-Friday 8:15 am to 4:30 pm and 1 on standby from Monday-Friday 4:30 pm to 8:15 am and Friday 4:30 pm to 8:15 am Monday for urgent calls

Essential Work functions			
<ul style="list-style-type: none"> • Respond to immediate danger complaints and high risk complaints including work refusals. • Complaint review to determine severity and whether immediate follow up is required. • Assist initial investigation of reportable incidents (fatalities or serious injuries). • Provide critical coverage to OHS Contact Centre (CSS) for intake of calls as required. 			

DESW AB12203	Job Title	Classification	Schedule
1	Occupational Health and Safety Investigator	Standards, Safety and Compliance 6	Monday-Friday 8:15 am to 4:30 pm and 1 on standby from Monday-Friday 4:30 pm to 8:15 am and Friday 4:30 pm to 8:15 am Monday for urgent calls
Essential Work functions			
<ul style="list-style-type: none"> • Complete approval, certification, and licensing process for applications presenting an immediate health and safety concern. • Complaint-review to determine severity and whether immediate follow up is required. • Initial investigation of reportable incidents (fatalities or serious injuries). • Respond-to immediate danger complaints and high risk complaints including work refusals. • Attend scheduled court appearances (prosecutions, ticketing trials, etc.) as necessary.** • Provide critical coverage to OHS Contact Centre (CSS) for intake of calls as required. 			

LOCATION: RED DEER

Address: Provincial Building, Second Floor, 4920 - 51 Street

DESW AB12204	Job Title	Classification	Schedule
1	Occupational Health and Safety Officer	Standards, Safety and Compliance 5	Monday-Friday 8:15 am to 4:30 pm and 1 on standby from Monday-Friday 4:30 pm to 8:15 am and Friday 4:30 pm to 8:15 am Monday for urgent calls
Essential Work functions			
<ul style="list-style-type: none"> • Respond to immediate danger complaints and high risk complaints including work refusals. • Complaint review to determine severity and whether immediate follow up is required. • Assist initial investigation of reportable incidents (fatalities or serious injuries) • Provide critical coverage to OHS Contact Centre (CSS) for intake of calls as required. 			

DESW AB12205	Job Title	Classification	Schedule
1	Occupational Health and Safety Investigator	Standards, Safety and Compliance 6	Monday-Friday 8:15 am to 4:30 pm and 1 on standby from Monday-Friday 4:30 pm to 8:15 am and Friday 4:30 pm to 8:15 am Monday for urgent calls
Essential Work functions			
<ul style="list-style-type: none"> • Complete approval, certification, and licensing process for applications presenting an immediate health and safety concern. • Complaint-review to determine severity and whether immediate follow up is required. • Initial investigation of reportable incidents (fatalities or serious injuries). 			

- Respond-to immediate danger complaints and high risk complaints including work refusals.
- Attend scheduled court appearances (prosecutions, ticketing trials, etc.) as necessary**
- Provide critical coverage to OHS Contact Centre (CSS) for intake of calls as required.

LOCATION: CALGARY

Address: Guinness House, Sixth Floor, 727 - 7 Avenue S.W.

DESW AB12206	Job Title	Classification	Schedule
2	Occupational Health and Safety Officer	Standards, Safety and Compliance 5	Monday-Friday 8:15 am to 4:30 pm and 1 on standby from Monday-Friday 4:30 pm to 8:15 am and Friday 4:30 pm to 8:15 am Monday for urgent calls
Essential Work functions			
<ul style="list-style-type: none"> • Respond to immediate danger complaints and high risk complaints including work refusals. • Complaint review to determine severity and whether immediate follow up is required. • Assist initial investigation of reportable incidents (fatalities or serious injuries). • Provide critical coverage to OHS Contact Centre (CSS) for intake of calls as required. 			

DESW AB12207	Job Title	Classification	Schedule
1	Occupational Health and Safety Investigator	Standards, Safety and Compliance 6	Monday-Friday 8:15 am to 4:30 pm and 1 on standby from Monday-Friday 4:30 pm to 8:15 am and Friday 4:30 pm to 8:15 am Monday for urgent calls (shared with Medicine Hat & Lethbridge)
Essential Work functions			
<ul style="list-style-type: none"> • Complete approval, certification, and licensing process for applications presenting an immediate health and safety concern. • Complaint-review to determine severity and whether immediate follow up is required. • Initial investigation of reportable incidents (fatalities or serious injuries). • Respond-to immediate danger complaints and high risk complaints including work refusals. • Attend scheduled court appearances (prosecutions, ticketing trials, etc.) as necessary.** • Provide critical coverage to OHS Contact Centre (CSS) for intake of calls as required. 			

LOCATION: MEDICINE HAT / LETHBRIDGE REGION

Address: Provincial Building, Main Floor, 346 - 3 Street S. E. / Provincial Building, Third Floor, 200 - 5 Avenue S.

DESW AB12208	Job Title	Classification	Schedule
1	Occupational Health and Safety Officer	Standards, Safety and Compliance 5	Monday-Friday 8:15 am to 4:30 pm and 1 on standby from Monday-Friday 4:30 pm to 8:15 am and Friday 4:30 pm to 8:15 am Monday for urgent calls

Essential Work functions

- Respond to immediate danger complaints and high risk complaints including work refusals.
- Complaint review to determine severity and whether immediate follow up is required.
- Assist initial investigation of reportable incidents (fatalities or serious injuries).
- Provide critical coverage to OHS Contact Centre (CSS) for intake of calls as required.

DESW AB12209	Job Title	Classification	Schedule
1	Occupational Health and Safety Investigator	Standards, Safety and Compliance 6	Monday-Friday 8:15 am to 4:30 pm and 1 on standby (shared with Calgary) from Monday-Friday 4:30 pm to 8:15 am and Friday 4:30 pm to 8:15 am Monday for urgent calls

Essential Work functions

- Complete approval, certification, and licensing process for applications presenting an immediate health and safety concern.
- Complaint-review to determine severity and whether immediate follow up is required.
- Initial investigation of reportable incidents (fatalities or serious injuries).
- Respond-to immediate danger complaints and high risk complaints including work refusals.
- Attend scheduled court appearances (prosecutions, ticketing trials, etc.) as necessary.**
- Provide critical coverage to OHS Contact Centre (CSS) for intake of calls as required.

**There is a legal obligation for the file investigator to attend their specific hearing(s) for court proceedings, substitute not permitted; can notify of date(s) and time(s) for purposes of scheduling to attend hearings.

Division: Child Care and Preventative Family Services

Program: Child Care Delivery

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours - 1 week)	Long term (After 1 week)
Total number of essential service positions to be filled with capable and qualified managers *	9	9	9
Total number of essential service positions to be filled with capable and qualified opted out & excluded staff	0	0	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	9	15	38
Total required to support the essential service operations	18	24	39

DESWs to be assigned to the following locations:

- WESTMOUNT CORPORATE CAMPUS, CALGARY
- CAMROSE CO-OPERATORS BUILDING, CAMROSE
- BISHOP PLACE, RED DEER
- J.G. O'DONOGHUE BUILDING, EDMONTON
- DUNIECE BUILDING, ATHABASCA
- PROVINCIAL BUILDING, LAC LA BICHE
- PROVINCIAL BUILDING, FORT MCMURRAY
- 10320-99 ST, GRANDE PRAIRIE
- MIDTOWN CENTRE, WHITECOURT
- LETHBRIDGE TOWER, LETHBRIDGE.
- PROVINCIAL BUILDING, MEDICINE HAT

DESW AB12210	Duration	Job Title	Classification	Schedule
9+8*	First 72 hours	Licensing Officers	Human Services Worker 4	Monday - Friday 8:15 am - 4:30 pm *8 additional DESWs on standby
15+8*	After 72 hours - 1 week			
30+8*	After 1 week			

Essential Work Functions

- Receive calls from Albertans and licensed child care programs across the province reporting complaints-and incidents and seeking general information on child care.
- Respond to reports of critical incidents and complaints in both licensed and unlicensed child care that pose an imminent risk to children.
- Complete investigations of complaints and incidents to assess risk and determine non-compliance to the *Early Learning and Child Care Act* and appropriate enforcement actions for licensed child care programs.

DEPARTMENT: JUSTICE

Division: Alberta Crown Prosecution

ESSENTIAL SERVICES REQUIREMENTS	TOTAL	
	First 72 hours	After 72 hours
Total number of capable and qualified managers to perform essential services*	408	408
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	63	63
Total number of bargaining unit members required fulfill DESW positions during essential services operations	278	285
Total number required to support the essential service operations	749	756

Advanced Projects and Traffic Office Branch

ESSENTIAL SERVICES REQUIREMENTS	TOTAL	
	First 72 hours	After 72 hours
Total number of capable and qualified managers to perform essential services*	5	5
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	27	28
Total number required to support the essential service operations	32	33

LOCATION: EDMONTON, BROWNLEE

Address: 9TH Floor 10365 – 97 Street, Edmonton AB

DESW	Duration	Job Title	Classification	Schedule
AB12500				
0	First 72 hours	APIS Administrator	Program Services 3	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours			
Essential Service Work Functions				

- Resolve system issues between law enforcement agencies and citizens of Alberta.
- Support system for ACPS Prosecutors and Support Staff.
- Troubleshoot and resolve APIS system errors.

DESW	Job Title	Classification	Schedule
AB12501			
2	Legal Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Support provincial prosecutors, which includes the control and management of traffic files.
- Prepares pre-docket and docket in the traffic courtrooms by ensuring all files on the court list are retrieved by the provincial prosecutor.
- Completes and processes all necessary documentation and reviews file/briefs to make sure all relevant documentation is included.
- Prepares disclosure packages for defense and accused.

DESW	Job Title	Classification	Schedule
AB12502			
7	Provincial Prosecutor	Program Services 4	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- The Provincial Prosecutors support the Traffic Unit in the Edmonton jurisdiction. Their mandate is to staff the traffic courtrooms. The schedule for prosecutors who attend court allows for adequate time for trial preparation including having a person on standby to cover in court for unplanned absences. The prosecutors located in the Courthouse will, on average, deal with over 6,500 individuals a month. The prosecutor is supported by a legal assistant who prepares dockets and files, requests information from the law enforcement, handles disclosure requests and responds to questions from the public regarding traffic tickets. This includes Prosecutors prosecuting traffic offences in Sherwood Park, Morinville, Glenevis, Mayerthorpe, St. Albert, Stony Plain and Evansburg.

DESW	Job Title	Classification	Schedule
AB12503			
1	Senior Provincial Prosecutor	Program Services 5	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Provides supervision and leadership for provincial prosecutors, and the administration and prosecution of provincial summary conviction offences in Provincial Court and Provincial Youth Court.

- Represents the Attorney General in court when prosecuting cases, conducting trials and pre-trial conferences, speaking to applications, and recommending appeals.

LOCATION: CALGARY (CALGARY PROSECUTIONS)

Address: 6th Floor, 332 – 6th Avenue SW, Calgary, AB

DESW	Job Title	Classification	Schedule
AB12504			
6	Provincial Prosecutor	Program Services 4	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • The main role of the Provincial Prosecutor is to prosecute traffic matters. They support the Traffic Unit in the Calgary jurisdiction. The mandate is to staff the traffic courtrooms. The schedule for prosecutors who attend court allows for adequate time for trial preparation including having a person on standby to cover in court for unplanned absences. 			

DESW	Job Title	Classification	Schedule
AB12505			
1	Senior Provincial Prosecutor	Program Services 5	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provides supervision and leadership for provincial prosecutors, and the administration and prosecution of provincial summary conviction offences in Provincial Court and Provincial Youth Court. • Represents the Attorney General in court when prosecuting cases, conducting trials and pre-trial conferences, speaking to applications, and recommending appeals. 			

DESW	Job Title	Classification	Schedule
AB12506			
2	Legal Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Support provincial prosecutors, which includes the control and management of traffic files. • Prepares pre-docket and docket in the traffic courtrooms by ensuring all files on the court list are retrieved by the provincial prosecutor. • Completes and processes all necessary documentation and reviews file/briefs to make sure all relevant documentation is included. • Prepares disclosure packages for defense and accused. 			

LOCATION: CALGARY

Address: 5th floor, 332 – 6th Avenue SW, Calgary, AB

DESW	Job Title	Classification	Schedule
AB12507			
2	Provincial Prosecutor	Program Services 4	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">The Provincial Prosecutor is responsible for the prosecution of traffic offences occurring within those circuit points for which the CaRRRO office is responsible. The Provincial Prosecutor attends court approximately 12 days/month and deals with approximately 1021 files/month.			

LOCATION: RED DEER PROVINCIAL BUILDING (RED DEER CROWN OFFICE)

Address: Suite 601, 4920 – 51 Street, Red Deer, AB

DESW	Job Title	Classification	Schedule
AB12508			
1	Provincial Prosecutor	Program Services 4	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">Provincial Prosecutor prosecutes traffic offences in Red Deer, Coronation, Stettler, and Rocky Mountain House.			

LOCATION: MARKET SQUARE SHOPPING CENTRE (FORT SASKATCHEWAN CROWN OFFICE)

Address: 104, 10404 – 99 Avenue Fort Saskatchewan, AB

DESW	Job Title	Classification	Schedule
AB12509			
1	Provincial Prosecutor	Program Services 4	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">The Provincial Prosecutor prosecutes traffic offences in Fort Saskatchewan, Athabasca, Barrhead, Boyle, Vegreville and Westlock. A legal assistant prepares the dockets and files, requests information from the RCMP, handles disclosure requests and responds to questions from the public regarding traffic tickets.			

LOCATION: GRANDE PRAIRIE PROVINCIAL BUILDING (GRANDE PRAIRIE CROWN OFFICE)

Address: Room 3601, 10320-99 Street, Grande Prairie, AB

DESW	Job Title	Classification	Schedule
AB12510			
1	Provincial Prosecutor	Program Services 4	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">The Provincial Prosecutor prosecutes traffic offences in Grande Prairie, Valleyview, and Fox Creek. The prosecutor is supported by a legal assistant who prepares dockets and files, requests information from the RCMP, handles disclosure requests and responds to questions from the public regarding traffic tickets.			

LOCATION: LETHBRIDGE CENTRE TOWER (LETHBRIDGE CROWN OFFICE)

Address: 1100, 400-4th Avenue South, Lethbridge, AB

DESW	Job Title	Classification	Schedule
AB12511			
1	Provincial Prosecutor	Program Services 4	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">The Provincial Prosecutors prosecute traffic offences in Lethbridge, Pincher Creek, Fort Macleod, Cardston and Taber.			

LOCATION: MEDICINE HAT CREDIT UNION BUILDING (MEDICINE HAT CROWN OFFICE)

Address: 301, 556 – 4th Street, SE, Medicine Hat, AB

DESW	Job Title	Classification	Schedule
AB12512			
1	Provincial Prosecutor	Program Services 4	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">Provincial Prosecutor prosecutes traffic offences in Medicine Hat and Brooks. The prosecutor is supported by a legal assistant who prepares the dockets and files, requests information from the RCMP, handles disclosure requests and responds to questions from the public regarding traffic tickets.			

LOCATION: WETASKIWIN PROVINCIAL BUILDING (WETASKIWIN CROWN OFFICE)

Address: 2nd floor, 5201-50th Avenue, Wetaskiwin, AB

DESW AB12513	Job Title	Classification	Schedule
1	Provincial Prosecutor	Program Services 4	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> The Provincial Prosecutor prosecutes traffic offences in Wetaskiwin, Ponoka, Camrose, Killam, Leduc, Breton and Rimbey. A legal assistant also prepares the dockets and files, requests information from the RCMP, handles disclosure requests and responds to questions from the public regarding traffic tickets 			

Appeals Branch

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	22
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	7
Total number required to support the essential service operations	29

LOCATION: EDMONTON, BOWKER BUILDING

Address: 3rd Floor North 9833 – 109 Street, Edmonton AB

DESW AB12514	Job Title	Classification	Schedule
3	Legal Assistant (Appeals Unit)	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> Support lawyers providing enhanced preparation of appeal files and assistance to Appellate Counsel. Support court proceedings and preparation of legal documents specifically required to deal with appeals in the Court of Appeal and Supreme Court of Canada. Assists with preparation for Appeal Hearings, including composition of originating and responding documents and other complex court documents, case files and record management. 			

LOCATION: CALGARY CENTRIUM PLACE

Address: Third Floor, 332 - 6 Avenue S.W., Calgary, AB

DESW AB12515	Job Title	Classification	Schedule
1	Supervisor	Legal Administration 3	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Supervision of Senior Legal Assistants and Administrative Support. • Provide legal assistant support to appellate counsel. 			

DESW AB12516	Job Title	Classification	Schedule
3	Legal Assistant (Appeals Unit)	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Support lawyers providing enhanced preparation of appeal files and assistance to Appellate Counsel. • Support court proceedings and preparation of legal documents specifically required to deal with appeals in the Court of Appeal and Supreme Court of Canada. • Assists with preparation for Appeal Hearings, including composition of originating and responding documents and other complex court documents, case files and record management. 			

Edmonton Prosecutions Branch

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	89
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	16
Total number of bargaining unit members required fulfill DESW positions during essential services operations	57
Total number required to support the essential service operations	162

*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

LOCATION: JOHN E. BROWNLEE BUILDING

Address: 6th floor 10365-97 Street, Edmonton, AB

DESW	Job Title	Classification	Schedule
AB12517			
9	Paralegals	Legal Administration 5	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide advanced legal support to senior prosecutors. • Assist prosecutors on complex files such as homicides, dangerous offender and long-term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files. • Responsible for reviewing the file for completeness, which includes preparing the files electronically and creating organizational documents such as will says, timelines, contacts and witness lists. • Drafting correspondence and court documents such as Agreed Statement of Facts. • Contact police agencies and other stakeholders to request missing and required documentation: <ul style="list-style-type: none"> ○ vet files and prepare disclosure ○ meet with police, court personnel and defence counsel ○ maintain contact with victims and their families • Attend court with the prosecutors and to prepare witnesses to testify in court. • Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings. 			

DESW	Job Title	Classification	Schedule
AB12518			
5	Unit Supervisor	Legal Administration 3	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Supervise all support staff in the Edmonton office. • Responsible for ensuring that work is completed. • Triage work and cover-off for administrative and legal assistant positions within the office. 			

DESW	Job Title	Classification	Schedule
AB12519			
2	Public Assistance Coordinator	Legal Administration 3	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Notify victims of initial bail hearings and bail review hearings. • Responds to inquiries from victims, vulnerable witnesses and their families and work with Crown Prosecutors to address any legislated requirements pertaining to victims of crime. 			

DESW	Job Title	Classification	Schedule
AB12520			
1	Executive Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide advanced legal and administrative support. • Executive administrative support. • File and records organization and management. • Responds to and follows up on inquiries with internal and external stakeholders. • Performance of specialized ad hoc administrative tasks as assigned by the Chief Crown or Assistant Chief Crowns. • Liaising with all crowns, provincial prosecutors, support staff, and outside stakeholders, including senior officials within the Department and law enforcement agencies. 			

DESW	Job Title	Classification	Schedule
AB12521			
3	Legal Assistant – Witness Management Unit	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Processing and issuing of subpoenas. • Manage rescheduling of court appearances. • Arranging travel and accommodation for victims and witnesses. • Attending the courthouse to ensure witnesses are checked in. • Answering all inquiries received through the witness central line. 			

DESW	Job Title	Classification	Schedule
AB12522			
2	Legal Assistants	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • The legal assistants working within this category do specialized work in the areas of King’s Bench Bail Review and Extra Judicial Sanctions; Adult Alternative Measures Program and Mental Health Diversion. Work functions in these areas provide assistance to these programs. If a legal assistant was not available to administer the King’s Bench Bail and Extra Judicial Sanctions, it would infringe upon an accused’s right to bring an application to the Court of King’s Bench to be released from custody and would also impact a youth’s right to be diverted from the court system. • The legal assistant who administers the alternative measures program monitors the accused’s progress throughout the process. Upon receiving documentation that the accused has successfully completed the program, the legal assistant ensures that information is forwarded to the Crown to withdraw the charges. 			

- The legal assistant who administers the mental health diversion program works with AHS so that those who come into conflict with the law receive appropriate “care, support and treatment in the community rather than in the criminal justice system.”

DESW	Job Title	Classification	Schedule
AB12523			
4	Vetting Legal Assistants	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Vetters careen and vet information from the Edmonton Police Service each day.
- Provides file management support to Crown Prosecutors.

DESW	Job Title	Classification	Schedule
AB12524			
25	Legal Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Support Crown Prosecutors.
- Responsible for supporting two or more prosecutors, which includes the control and management of each prosecutor’s file load.
- Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.
- Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.

DESW	Job Title	Classification	Schedule
AB12525			
2	Unit Clerks – File Room	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Responsible for the control and management of files.
- Responsible for the organization of legal files and documents in preparation for court proceedings in Provincial Court.
- Prepare the pre-dockets and dockets for prosecutors well in advance of court dates.

DESW AB12526	Job Title	Classification	Schedule
4	Intake Disclosure Clerk	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide a range of central services support to Crown Prosecutors and support staff. • First line of contact with accused, police agencies, defence counsel, court personnel, witnesses, victims and the general public who are involved in criminal justice process. • Answers general inquiries related to the court process; screen and direct calls and review and forward legal documents to the appropriate person. 			

Calgary Prosecutions

ESSENTIAL SERVICES REQUIREMENTS	TOTAL	
	First 72 Hours	After 72 Hours
Total number of capable and qualified managers to perform essential services*	80	80
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff.	5	5
Total number of bargaining unit members required fulfill DESW positions during essential services operations.	47	51
Total number required to support the essential service operations	132	136

*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

DESW AB12527	Job Title	Classification	Schedule
8	Paralegals	Legal Administration 5	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide advanced legal support to senior prosecutors. • Assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files. • Responsible for reviewing the file for completeness, which includes preparing the files electronically and creating organizational documents. • Drafting correspondence and court documents such as Agreed Statement of Facts. • Contact police agencies and other stakeholders to request missing and required documentation: 			

- vet files and prepare disclosure
- meet with police, court personnel and defence counsel
- maintain contact with victims and their families
- Attend court with the prosecutors and to prepare witnesses to testify in court.
- Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings.

DESW	Job Title	Classification	Schedule
AB12528			
5	Unit Supervisor	Legal Administration 3	Monday - Friday 8:15 am - 4:30 pm

- Essential Service Work Functions**
- Supervise all support staff in the Calgary office.
 - Responsible for ensuring that work is completed.
 - Triage work and cover-off for administrative and legal assistant positions within the office.

DESW	Job Title	Classification	Schedule
AB12529			
2	Public Assistance Coordinator	Legal Administration 3/ Administrative Support 4	Monday - Friday 8:15 am - 4:30 pm

- Essential Service Work Functions**
- Notify victims of initial bail hearings and bail review hearings.
 - Responds to enquiries from victims, vulnerable witnesses and their families and work with Crown Prosecutors to address any legislated requirements pertaining to victims of crime.

DESW	Duration	Job Title	Classification	Schedule
AB12530				
26	First 72 Hours	Legal Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm
30	After 72 Hours			

- Essential Service Work Functions**
- Support Crown Prosecutors.
 - Responsible for supporting two or more prosecutors, which includes the control and management of each prosecutor's file load.
 - Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.
 - Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.

DESW AB12531	Job Title	Classification	Schedule
6	Administrative Support	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide disclosure to self-representatives and defense counsel – electronic and hard copy. • Scan files. • Vet files. • Deal with sensitive information. • Manage the file queue and ensure priority vetting. • Reception duties. • Manage the public members that come onsite with inquires. • Manage deliveries and vendors that come onsite. 			

Specialized Prosecutions Branch

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	56
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	31
Total number required to support the essential service operations	87

*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

LOCATION: EDMONTON J.E. BROWNLEE BUILDING

Address: 5th floor 10365-97 Street, Edmonton, AB

DESW AB12532	Job Title	Classification	Schedule
4	Paralegals	Legal Administration 5	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide advanced legal support to senior prosecutors. • Assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files. 			

- Responsible for reviewing the file for completeness, which includes preparing the files electronically and creating organizational documents.
- Drafting correspondence and court documents such as Agreed Statement of Facts.
- Contact police agencies and other stakeholders to request missing and required documentation:
 - vet files and prepare disclosure
 - meet with police, court personnel and defence counsel
 - maintain contact with victims and their families
- Attend court with the prosecutors and to prepare witnesses to testify in court.
- Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings.

DESW	Job Title	Classification	Schedule
AB12533			
1	Unit Supervisor	Legal Administration 3	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Supervise all support staff in the Specialized office. • Responsible for ensuring that work is completed. • Triage work and cover-off for administrative and legal assistant positions within the office. 			

DESW	Job Title	Classification	Schedule
AB12534			
11	Legal Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Support Crown Prosecutors in the unit. • Responsible for supporting two or more prosecutors, which includes the control and management of each prosecutor's file load. • Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings. • Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues. 			

DESW	Job Title	Classification	Schedule
AB12535			
2	Disclosure Clerks	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Responsible for the control and management of files. • Responsible for the organization of legal files and documents in preparation for court proceedings in Provincial Court. • Prepare the pre-dockets and dockets for prosecutors well in advance of court dates. 			

LOCATION: CALGARY CENTRIUM PLACE

Address: 332-6 Avenue S.W., Calgary AB

DESW AB12536	Job Title	Classification	Schedule
4	Paralegals	Legal Administration 5	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Provide advanced legal support to senior prosecutors.• Assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files.• Responsible for reviewing the file for completeness, which includes preparing the files electronically and creating organizational documents.• Drafting correspondence and court documents such as Agreed Statement of Facts.• Contact police agencies and other stakeholders to request missing and required documentation:<ul style="list-style-type: none">○ vet files and prepare disclosure○ meet with police, court personnel and defence counsel○ maintain contact with victims and their families• Attend court with the prosecutors and to prepare witnesses to testify in court.• Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings.			

DESW AB12537	Job Title	Classification	Schedule
1	Supervisor	Legal Administration 3	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Supervision of Senior Legal Assistants and Administrative Support.• Provide legal assistant support to appellate counsel.			

DESW AB12538	Job Title	Classification	Schedule
6	Legal Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Support Crown Prosecutors in the unit.• Responsible for supporting two or more prosecutors, which includes the control and management of each prosecutor's file load.• Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.			

- Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.

DESW	Job Title	Classification	Schedule
AB12539			
2	Disclosure Clerks	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Responsible for the control and management of files. • Responsible for the organization of legal files and documents in preparation for court proceedings in Provincial Court. • Prepare the pre-dockets and dockets for prosecutors well in advance of court dates. 			

Alberta Bail Unit

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential service.*	17
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	12
Total number of bargaining unit members required fulfill DESW positions during essential services operations	14
Total number required to support the essential service operations	43

*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

*LOCATION: EDMONTON BROWNLEE BUILDING OR CALGARY J.J. BOWLEN**

Address: 9TH Floor 10365 – 97th Street, Edmonton, AB or
Suite 605, 620 – 7TH Avenue, SW Calgary, AB

DESW	Job Title	Classification	Schedule*
AB12540			
6	Legal Assistant	Legal Administration 2	Monday – Sunday 7:00 am – 3:30 pm
6			Monday – Sunday 3:30 pm – 12:00 am
Essential Service Work Functions			
<ul style="list-style-type: none"> • Support Crown Prosecutors in the unit. • Responsible for supporting two or more prosecutors, which includes the control and management of each prosecutor’s file load. 			

- Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.
- Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.

*** Positions can be located in either Edmonton or Calgary offices. Combination of six (6) per shift needed between locations. This unit is a continuous operation, working 17-hours per day using a 6 days on, 3 days off schedule.**

DESW	Job Title	Classification	Schedule
AB12541			
1	Bail Supervisor	Legal Administration 3	Monday – Sunday 7:00 am – 3:30 pm
1			Monday – Sunday 3:30 pm – 12:00 am

Essential Service Work Functions

- Supervisors are responsible for providing direction and assistance to the legal assistants and crowns in the bail unit.
- Responsible for ensuring that work is completed.
- Triage work and cover-off for administrative and legal assistant positions within the office.

*** Positions can be located in either Edmonton or Calgary offices. One (1) per shift needed. . This unit is a continuous operation and works a 6 days on, 3 days off schedule.**

Operations & Strategic Services Support

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	16
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	1
Total number required to support the essential service operations	17

*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

LOCATION: EDMONTON

Address: 9th Floor, Brownlee 10365 – 97 Street, Edmonton, AB

DESW AB12542	Job Title	Classification	Schedule
1	Legal Assistant (Waivers)	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Provides administrative functions in coordinating the waiver process for Alberta as well as acts as the primary contact for counterparts, law enforcement agencies, accused person and defence counsel in other Canadian provinces.• Handles Crown and Court material, records management, waiver tracking, and completion and processing of all waiver material.• Respond to telephone and written enquiries and liaise with numerous external stakeholders.			

Regional Prosecutions Branch

LOCATION: EDMONTON RURAL & RESPONSE OFFICE

Address: Suite 1110, 10235-101 Street, Edmonton, AB

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	16
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	2
Total number of bargaining unit members required fulfill DESW positions during essential services operations	12
Total number required to support the essential service operations	30

*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

DESW AB12543	Job Title	Classification	Schedule
2	Paralegals	Legal Administration 5	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Provide advanced legal support to lawyers.• Assist prosecutors on complex files and projects.• Ensure substantive and administrative tasks on each file are completed in a timely manner.			

DESW	Job Title	Classification	Schedule
AB12544			
1	Office Manager	Legal Administration 3	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Supervision of the legal assistants. • Effectively and efficiently run the operations of the office. • Responsible for ensuring that work is completed and provides cover off for all administrative and legal assistant roles within the office. 			

DESW	Job Title	Classification	Schedule
AB12545			
9	Legal Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor's file load. • Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings. • Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues. • Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage. • Prepare general correspondence and legal memoranda. • Required to prepare Books of Authorities; declarations; Affidavits and Notices. • Prepare Agreed Statement of Facts and review files for missing disclosure. • Prepare witnesses for court by having them view their evidence and answering any questions they may have. • Ensure that both legal and administrative tasks on each file are completed in a timely fashion and that the file is complete and ready for trial or preliminary inquiry. 			

LOCATION: CALGARY RURAL & RESPONSE OFFICE

Address: 5th floor, 332 – 6th Avenue SW, Calgary, AB

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	18
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	1
Total number of bargaining unit members required fulfill DESW positions during essential services operations	14
Total number required to support the essential service operations	33

*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

DESW	Job Title	Classification	Schedule
AB12546			
2	Paralegal	Legal Administration 5	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Provide advanced legal support to Crown Prosecutors.
- Assigned to assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files.
- Responsible for reviewing the file for completeness, which includes preparing the files, in addition to drafting correspondence and court documents such as Agreed Statement of Facts.
- Contact police agencies and other stakeholders to request missing and required documentation:
 - vet files and prepare disclosure
 - meet with police, court personnel and defence counsel
 - maintain contact with victims and their families
- Required to attend court with the prosecutors and to prepare the witnesses to testify in court.

DESW	Job Title	Classification	Schedule
AB12547			
1	Office Manager	Legal Administration 3	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure operations run efficiently and effectively.
- Serves as the Legal Assistant to the Chief Crown Prosecutor.
- Responsible for ensuring that work is completed and provides cover off for all administrative and legal assistant roles within the office.

DESW	Job Title	Classification	Schedule
AB12548			
9	Legal Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor’s file load.
- Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.
- Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.
- Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.
- Prepare general correspondence and legal memoranda.
- Prepare Books of Authorities; declarations; Affidavits and Notices.
- Prepare Agreed Statement of Facts and review files for missing disclosure.
- Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have.
- Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry.

DESW	Job Title	Classification	Schedule
AB12549			
2	Disclosure Clerk	Legal Administration 1	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Because disclosure is a legal requirement to provide a complete file to an accused person, the work provided by this position impacts prosecutors, defence counsel, law enforcement agencies and the courts. Incomplete, non-disclosed or missing information could bring the administration of justice into disrepute. The consequence of error has serious legal implications such as charges being dismissed or costs being applied against the Crown. In addition to providing file management support to prosecutors, this position has direct involvement with other stakeholders, including police, other government departments, the judiciary, defence bar and the general public.

Regional Head Office

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	16
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	1
Total number required to support the essential service operations	17

*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

LOCATION: EDMONTON

Address: Suite 1110, 10235 – 101 Street, Edmonton, AB

DESW	Job Title	Classification	Schedule
AB12550			
1	Legal Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor’s file load. • Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings. • Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues. • Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage. • Prepare general correspondence and legal memoranda. • Prepare Books of Authorities; declarations; Affidavits and Notices. • Prepare Agreed Statement of Facts and review files for missing disclosure. • Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have. • Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry. 			

LOCATION: RED DEER PROVINCIAL BUILDING (RED DEER CROWN OFFICE)

Address: Suite 601, 4920 – 51 Street, Red Deer, AB

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	9
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	5
Total number of bargaining unit members required fulfill DESW positions during essential services operations	9
Total number required to support the essential service operations	23

*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

DESW	Job Title	Classification	Schedule
AB12551			
2	Paralegal	Legal Administration 5	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Provides advanced legal support to the Crown Prosecutors.
- Assigned to assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files.
- Responsible for reviewing the file for completeness, which includes preparing the files, in addition to drafting correspondence and court documents such as Agreed Statement of Facts.
- Contact police agencies and other stakeholders to request missing and required documentation:
 - vet files and prepare disclosure
 - meet with police, court personnel and defence counsel
 - maintain contact with victims and their families
 - Required to attend court with the prosecutors and to prepare the witnesses to testify in court
- Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings.

DESW	Job Title	Classification	Schedule
AB12552			
1	Office Manager	Legal Administration 3	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure operations run efficiently and effectively.
- Serves as the Legal Assistant to the Chief Crown Prosecutor.

- Responsible for ensuring that work is completed and provides cover off for all administrative and legal assistant roles within the office.

DESW	Job Title	Classification	Schedule
AB12553			
5	Legal Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor's file load.
- Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.
- Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.
- Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.
- Prepare general correspondence and legal memoranda.
- Prepare Books of Authorities; declarations; Affidavits and Notices.
- Prepare Agreed Statement of Facts and review files for missing disclosure.
- Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have.
- Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry.

DESW	Job Title	Classification	Schedule
AB12554			
1	Administrative Assistant	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Provide a complete file to an accused person.
- Providing file management support to prosecutors, this position has direct involvement with other stakeholders, including police, other government departments, the judiciary, defence bar and the general public.

LOCATION: FORT MCMURRAY PROVINCIAL BUILDING (FORT MCMURRAY CROWN OFFICE)

Address: 9th Floor 9915 Franklin Avenue, Fort McMurray, AB

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	4
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	3
Total number of bargaining unit members required fulfill DESW positions during essential services operations	6
Total number required to support the essential service operations	13

*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

DESW	Job Title	Classification	Schedule
AB12555			
1	Paralegal	Legal Administration 5	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Provides advanced legal support to the Crown Prosecutors.
- Assigned to assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files.
- Responsible for reviewing the file for completeness, which includes preparing the files, in addition to drafting correspondence and court documents such as Agreed Statement of Facts.
- Contact police agencies and other stakeholders to request missing and required documentation:
 - vet files and prepare disclosure
 - meet with police, court personnel and defence counsel
 - maintain contact with victims and their families
 - Required to attend court with the prosecutors and to prepare the witnesses to testify in court
- Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings.

DESW	Job Title	Classification	Schedule
AB12556			
1	Office Manager	Legal Administration 3	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure operations run efficiently and effectively.

- Serves as the Legal Assistant to the Chief Crown Prosecutor.
- Responsible for ensuring that work is completed and provides cover off for all administrative and legal assistant roles within the office.

DESW AB12557	Job Title	Classification	Schedule
4	Legal Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor’s file load.
- Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.
- Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.
- Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.
- Prepare general correspondence and legal memoranda.
- Prepare Books of Authorities; declarations; Affidavits and Notices.
- Prepare Agreed Statement of Facts and review files for missing disclosure.
- Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have.
- Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry.

LOCATION: MARKET SQUARE SHOPPING CENTRE (FORT SASKATCHEWAN CROWN OFFICE)

Address: 104, 10404 – 99 Avenue Fort Saskatchewan, AB

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	8
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	3
Total number of bargaining unit members required fulfill DESW positions during essential services operations	7
Total number required to support the essential service operations	18

*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

DESW AB12558	Job Title	Classification	Schedule
1	Paralegal	Legal Administration 5	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provides advanced legal support to the Crown Prosecutors. • Assigned to assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files. • Responsible for reviewing the file for completeness, which includes preparing the files, in addition to drafting correspondence and court documents such as Agreed Statement of Facts. • Contact police agencies and other stakeholders to request missing and required documentation: <ul style="list-style-type: none"> ○ vet files and prepare disclosure ○ meet with police, court personnel and defence counsel ○ maintain contact with victims and their families ○ Required to attend court with the prosecutors and to prepare the witnesses to testify in court • Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings. 			

DESW AB12559	Job Title	Classification	Schedule
1	Office Manager	Legal Administration 3	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensure operations run efficiently and effectively. • Serves as the Legal Assistant to the Chief Crown Prosecutor. • Responsible for ensuring that work is completed and provides cover off for all administrative and legal assistant roles within the office. 			

DESW AB12560	Job Title	Classification	Schedule
5	Legal Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			

- Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor’s file load.
- Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.
- Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.
- Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.
- Prepare general correspondence and legal memoranda.
- Prepare Books of Authorities; declarations; Affidavits and Notices.
- Prepare Agreed Statement of Facts and review files for missing disclosure.
- Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have.
- Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry.

LOCATION: GRANDE PRAIRIE PROVINCIAL BUILDING (GRANDE PRAIRIE CROWN OFFICE)

Address: Room 3601, 10320-99 Street, Grande Prairie, AB

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	4
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	3
Total number of bargaining unit members required fulfill DESW positions during essential services operations	6
Total number required to support the essential service operations	13

*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

DESW	Job Title	Classification	Schedule
AB12561			
1	Paralegal	Legal Administration 5	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Provides advanced legal support to the Crown Prosecutors.
- Assigned to assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files.
- Responsible for reviewing the file for completeness, which includes preparing the files, in addition to drafting correspondence and court documents such as Agreed Statement of Facts.

- Contact police agencies and other stakeholders to request missing and required documentation:
 - vet files and prepare disclosure
 - meet with police, court personnel and defence counsel
 - maintain contact with victims and their families
 - Required to attend court with the prosecutors and to prepare the witnesses to testify in court
- Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings.

DESW	Job Title	Classification	Schedule
AB12562			
1	Office Manager	Legal Administration 3	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensure operations run efficiently and effectively. • Serves as the Legal Assistant to the Chief Crown Prosecutor. • Responsible for ensuring that work is completed and provides cover off for all administrative and legal assistant roles within the office. 			

DESW	Job Title	Classification	Schedule
AB12563			
4	Legal Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor's file load. • Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings. • Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues. • Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage. • Prepare general correspondence and legal memoranda . • Prepare Books of Authorities; declarations; Affidavits and Notices. • Prepare Agreed Statement of Facts and review files for missing disclosure. • Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have. • Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry. 			

LOCATION: MOUNT MIETTE BUILDING (HINTON CROWN OFFICE)

Address: 201 Pembina Avenue, Hinton, AB

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	5
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	1
Total number of bargaining unit members required fulfill DESW positions during essential services operations	4
Total number required to support the essential service operations	10

*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

DESW	Job Title	Classification	Schedule
AB12564			
1	Office Manager	Legal Administration 3	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure operations run efficiently and effectively.
- Serves as the Legal Assistant to the Chief Crown Prosecutor.
- Responsible for ensuring that work is completed and provides cover off for all administrative and legal assistant roles within the office.

DESW	Job Title	Classification	Schedule
AB12565			
3	Legal Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor's file load.
- Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.
- Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.
- Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.
- Prepare general correspondence and legal memoranda.
- Prepare Books of Authorities; declarations; Affidavits and Notices.
- Prepare Agreed Statement of Facts and review files for missing disclosure.

- Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have.
- Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry.

LOCATION: LETHBRIDGE CENTRE TOWER (LETHBRIDGE CROWN OFFICE)

Address: 1100, 400-4th Avenue South, Lethbridge, AB

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	12
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	2
Total number of bargaining unit members required fulfill DESW positions during essential services operations	7
Total number required to support the essential service operations	21

*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

DESW	Job Title	Classification	Schedule
AB12566			
2	Paralegal	Legal Administration 5	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Provides advanced legal support to the Crown Prosecutors.
- Assigned to assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files.
- Responsible for reviewing the file for completeness, which includes preparing the files, in addition to drafting correspondence and court documents such as Agreed Statement of Facts.
- Contact police agencies and other stakeholders to request missing and required documentation:
 - vet files and prepare disclosure
 - meet with police, court personnel and defence counsel
 - maintain contact with victims and their families
 - Required to attend court with the prosecutors and to prepare the witnesses to testify in court
- Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings.

DESW	Job Title	Classification	Schedule
AB12567			
1	Office Manager	Legal Administration 3	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensure operations run efficiently and effectively. • Serves as the Legal Assistant to the Chief Crown Prosecutor. • Responsible for ensuring that work is completed and provides cover off for all administrative and legal assistant roles within the office. 			

DESW	Job Title	Classification	Schedule
AB12568			
4	Legal Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor's file load. • Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings. • Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues. • Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage. • Prepare general correspondence and legal memoranda. • Prepare Books of Authorities; declarations; Affidavits and Notices. • Prepare Agreed Statement of Facts and review files for missing disclosure. • Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have. • Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry. 			

LOCATION: MEDICINE HAT CREDIT UNION BUILDING (MEDICINE HAT)

Address: 301, 556 – 4th Street, SE, Medicine Hat, AB

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	7
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	7
Total number required to support the essential service operations	14

*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

DESW	Job Title	Classification	Schedule
AB12569			
1	Paralegal	Legal Administration 5	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Provides advanced legal support to the Crown Prosecutors.
- Assigned to assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files.
- Responsible for reviewing the file for completeness, which includes preparing the files, in addition to drafting correspondence and court documents such as Agreed Statement of Facts.
- Contact police agencies and other stakeholders to request missing and required documentation:
 - vet files and prepare disclosure
 - meet with police, court personnel and defence counsel
 - maintain contact with victims and their families
 - Required to attend court with the prosecutors and to prepare the witnesses to testify in court
- Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings.

DESW	Job Title	Classification	Schedule
AB12570			
1	Office Manager	Legal Administration 3	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure operations run efficiently and effectively.
- Serves as the Legal Assistant to the Chief Crown Prosecutor.

- Responsible for ensuring that work is completed and provides cover off for all administrative and legal assistant roles within the office.

DESW	Job Title	Classification	Schedule
AB12571			
5	Legal Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor’s file load.
- Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.
- Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.
- Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.
- Prepare general correspondence and legal memoranda.
- Prepare Books of Authorities; declarations; Affidavits and Notices.
- Prepare Agreed Statement of Facts and review files for missing disclosure.
- Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have.
- Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry.

LOCATION: PEACE RIVER, PROVINCIAL BUILDING (PEACE RIVER CROWN OFFICE)

Address: Room 201, 9621 – 96 Avenue, Peace River, AB

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	3
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	2
Total number of bargaining unit members required fulfill DESW positions during essential services operations	5
Total number required to support the essential service operations	10

*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

DESW AB12572	Job Title	Classification	Schedule
1	Paralegal	Legal Administration 5	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provides advanced legal support to the Crown Prosecutors. • Assigned to assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files. • Responsible for reviewing the file for completeness, which includes preparing the files, in addition to drafting correspondence and court documents such as Agreed Statement of Facts. • Contact police agencies and other stakeholders to request missing and required documentation: <ul style="list-style-type: none"> ○ vet files and prepare disclosure ○ meet with police, court personnel and defence counsel ○ maintain contact with victims and their families ○ Required to attend court with the prosecutors and to prepare the witnesses to testify in court • Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings. 			

DESW AB12573	Job Title	Classification	Schedule
1	Office Manager	Legal Administration 3	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensure operations run efficiently and effectively. • Serves as the Legal Assistant to the Chief Crown Prosecutor. • Responsible for ensuring that work is completed and provides cover off for all administrative and legal assistant roles within the office. 			

DESW AB12574	Job Title	Classification	Schedule
3	Legal Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor's file load. • Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings. • Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues. 			

- Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.
- Prepare general correspondence and legal memoranda.
- Prepare Books of Authorities; declarations; Affidavits and Notices.
- Prepare Agreed Statement of Facts and review files for missing disclosure.
- Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have.
- Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry.

LOCATION: SLAVE LAKE (SLAVE LAKE CROWN OFFICE)

Address: Suite 101, 101-3 Street SW, Slave Lake, AB

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	6
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	4
Total number required to support the essential service operations	10

*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

DESW	Job Title	Classification	Schedule
AB12575			
1	Paralegal	Legal Administration 5	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Provides advanced legal support to the Crown Prosecutors.
- Assigned to assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files.
- Responsible for reviewing the file for completeness, which includes preparing the files, in addition to drafting correspondence and court documents such as Agreed Statement of Facts.
- Contact police agencies and other stakeholders to request missing and required documentation:
 - vet files and prepare disclosure
 - meet with police, court personnel and defence counsel
 - maintain contact with victims and their families
 - Required to attend court with the prosecutors and to prepare the witnesses to testify in court

- Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings.

DESW	Job Title	Classification	Schedule
AB12576			
1	Office Manager	Legal Administration 3	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure operations run efficiently and effectively.
- Serves as the Legal Assistant to the Chief Crown Prosecutor.
- Responsible for ensuring that work is completed and provides cover off for all administrative and legal assistant roles within the office.

DESW	Job Title	Classification	Schedule
AB12577			
2	Legal Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor's file load.
- Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.
- Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.
- Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.
- Prepare general correspondence and legal memoranda.
- Prepare Books of Authorities; declarations; Affidavits and Notices.
- Prepare Agreed Statement of Facts and review files for missing disclosure.
- Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have.
- Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry.

LOCATION: ST. PAUL PROVINCIAL BUILDING

Address: 4th Floor, 5025-49th Avenue, St. Paul, AB

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	2
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	5
Total number of bargaining unit members required fulfill DESW positions during essential services operations	6
Total number required to support the essential service operations	13

*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

DESW	Job Title	Classification	Schedule
AB12578			
1	Paralegal	Legal Administration 5	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Provides advanced legal support to the Crown Prosecutors.
- Assigned to assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files.
- Responsible for reviewing the file for completeness, which includes preparing the files, in addition to drafting correspondence and court documents such as Agreed Statement of Facts.
- Contact police agencies and other stakeholders to request missing and required documentation:
 - vet files and prepare disclosure
 - meet with police, court personnel and defence counsel
 - maintain contact with victims and their families
 - Required to attend court with the prosecutors and to prepare the witnesses to testify in court
- Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings.

DESW	Job Title	Classification	Schedule
AB12579			
1	Office Manager	Legal Administration 3	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure operations run efficiently and effectively.

- Serves as the Legal Assistant to the Chief Crown Prosecutor.
- Responsible for ensuring that work is completed and provides cover off for all administrative and legal assistant roles within the office.

DESW	Job Title	Classification	Schedule
AB12580			
4	Legal Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor’s file load.
- Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.
- Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.
- Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.
- Prepare general correspondence and legal memoranda.
- Prepare Books of Authorities; declarations; Affidavits and Notices.
- Prepare Agreed Statement of Facts and review files for missing disclosure.
- Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have.
- Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary.

LOCATION: WETASKIWIN PROVINCIAL BUILDING

Address: 2nd floor, 5201-50th Avenue, Wetaskiwin, AB

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	9
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	3
Total number of bargaining unit members required fulfill DESW positions during essential services operations	8
Total number required to support the essential service operations	20

*Essential services to be performed by capable and qualified managers include Management and Opted Out & Excluded that are Crown Prosecutors who have court commitments. These managers will be performing bargaining unit essential service cover-off and have essential service duties by the nature of their role.

DESW	Job Title	Classification	Schedule
AB12581			
2	Paralegal	Legal Administration 5	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Provides advanced legal support to the Crown Prosecutors.
- Assigned to assist prosecutors on complex files such as homicides, dangerous offender and long term offender applications, traffic fatalities and serious injury collisions, sexual and aggravated assaults, robbery, fraud, and attempted murder files.
- Responsible for reviewing the file for completeness, which includes preparing the files, in addition to drafting correspondence and court documents such as Agreed Statement of Facts.
- Contact police agencies and other stakeholders to request missing and required documentation:
 - vet files and prepare disclosure
 - meet with police, court personnel and defence counsel
 - maintain contact with victims and their families
 - Required to attend court with the prosecutors and to prepare the witnesses to testify in court
- Ensure both substantive and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for the trial, preliminary inquiry, long term offender or dangerous offender hearings.

DESW	Job Title	Classification	Schedule
AB12582			
1	Office Manager	Legal Administration 3	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure operations run efficiently and effectively.
- Serves as the Legal Assistant to the Chief Crown Prosecutor.
- Responsible for ensuring that work is completed and provides cover off for all administrative and legal assistant roles within the office.

DESW	Job Title	Classification	Schedule
AB12583			
5	Legal Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Responsible for supporting two or more Crown Prosecutors, which includes the control and management of each prosecutor's file load.
- Responsible for maintaining calendars; scheduling lengthy trials and preliminary hearings; and coordinating with outside agencies and defence counsel to ensure the quickest and most efficient trials and preliminary hearings.
- Ensure each trial file is properly tracked and updated with the most current information and that the prosecutor is notified of any impending issues.

- Serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders on the files they manage.
- Prepare general correspondence and legal memoranda.
- Prepare Books of Authorities; declarations; Affidavits and Notices.
- Prepare Agreed Statement of Facts and review files for missing disclosure.
- Help prosecutors prepare witnesses for court by having them view their evidence and answering any questions they may have.
- Ensure that both legal and administrative tasks on each file are completed in a timely fashion and to trust that the file is complete and ready for trial or preliminary inquiry.

Division: Court and Justice Services

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	113
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	39
Total number of bargaining unit members required fulfill DESW positions during essential services operations	942
Total number required to support the essential service operations	1094

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

Note: Administrative functions will be performed to ensure unimpeded and uninhibited access to the courts. There may be a need to prioritize functions based on the schedule of the courts and therefore some work functions may be delayed or suspended based on operational requirements.

Family Support Order Services

ESSENTIAL SERVICES REQUIREMENTS	TOTAL	
	First 72 Hours	After 72 Hours
Total number of capable and qualified managers to perform essential services	12	12
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	26	38
Total number required to support the essential service operations	38	50

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: EDMONTON - JOHN E. BROWNLEE BUILDING

Address: 10365 97 Street, Edmonton, AB

DESW AB12584	Duration	Schedule	Job Title	Classification
10	First 72 hours	Monday to Friday 8:15 am-4:30pm	Case Officer	Administrative Support 6
15 on site/ 7 on-call	After 72 hours	Monday to Friday 8:15 am-4:30 pm		
Essential Service Work Functions				
<ul style="list-style-type: none"> • Utilize MIMS and MOVES - application of the collection progression. • Make decisions on files to guard against, and remove inappropriate enforcement. • Deal with court applications. • Respond to FPT matters. • Apply or remove enforcement. • Deal with warrants for arrest. 				

DESW AB12585	Schedule	Job Title	Classification
1	Monday to Friday 8:15 am-4:30pm	Special Investigator	Program Services 3
Essential Service Work Functions			
<ul style="list-style-type: none"> • Utilize MIMS and MOVES - application of the collection progression. • Make decisions on files to guard against, and remove inappropriate enforcement. • Deal with court applications. • Respond to FPT matters. • Apply or remove enforcement. • Deal with warrants for arrest. 			

DESW AB12586	Schedule	Job Title	Classification
2	Monday to Friday 8:00 am-4:15pm	Rev Ops Team Lead	Program Services 3
Essential Service Work Functions			
<ul style="list-style-type: none"> • Process payments received and maintain the financial link. • Ensure segregation of duties a financial and accounting principle necessary for appropriate transparency and protection of client funds and information. 			

DESW AB12587	Schedule	Job Title	Classification
4	Monday – Friday 7:15 am – 3:30 pm	Finance Agents	Administrative Support 5
4	Monday – Friday 8:00 am – 4:15 pm		
Essential Service Work Functions			
<ul style="list-style-type: none"> • Process payments received and maintain the financial link. • Ensure segregation of duties a financial and accounting principle necessary for appropriate transparency and protection of client funds and information. 			

DESW AB12588	Schedule	Job Title	Classification
5	Monday – Friday 8:15 am – 4:30 pm	Collection Support	Administrative Support 4
Essential Service Work Functions			
<ul style="list-style-type: none"> • Open incoming mail to check for and process payments only. • Perform requested LTO, PPR registration, FLD and FSDN terminations upon request. • Prepare and send all priority outgoing mail including cheques to out of province creditors. • Review the IVR for any priority messages. 			

Criminal Code Review Board

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	0
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	3
Total number required to support the essential service operations	3

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: MNP TOWER 11TH FLOOR

Address: 10235-101 Street, Edmonton, AB

DESW AB12589	Job Title	Classification	Schedule
1	Registrar	Administrative Support 6	Monday - Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Schedule, arrange and coordinate review board hearings in the province.
- Notify parties of the location of hearings, dates and times.
- Retain interpreters for hearings as required.
- Advises accused of Legal Aid appointment and assigns counsel on behalf of the Chairman of the Board.
- Notify the review board members and the Attorney General of all accused schedule to appear for Disposition Hearings.
- Liaise with all relevant agencies to obtain required documents.
- Order transcripts of trial proceedings and ensure all parties have copies of the transcripts along with all other required documentation prior to hearings.
- Attends hearings, records and files exhibits following policies and procedures.
- Monitor privilege restrictions of patients who the hospital has restricted privileges for more than seven days.
- Answer inquiries from the public, media and other stakeholders to explain the role and procedures of the Board.
- Oversee the follow-up duties of all board hearings, including:
 - Draft disposition orders, warrants of committal, reasons for disposition and conveyance orders for the signature of the board chair
 - Sign orders on behalf of the chair as required
 - Notify all parties of the dispositions and explains the orders when necessary to hospital staff, accused, and other involved parties
 - Notifies all parties of the return to trial date when accused is found fit to stand trial
 - Ensures dispositions are forwarded to Edmonton Police Service for entry into CPIC
 - Liaise with Court of Appeal when board decision is appealed, and retain counsel on behalf of the Chair of the Criminal Code Review Board, if required
 - Sign Interprovincial Transfer Warrants, and liaise with RCMP and Forensic Mental Health Facilities for interprovincial transfers of accused persons to other designated facilities

DESW	Job Title	Classification	Schedule
AB12590			
1	Deputy Registrar	Administrative Support 5	Monday - Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Schedule, arrange and coordinate review board hearings in the province.
- Notify parties of the location of hearings, dates and times.
- Retain interpreters for hearings as required.
- Advises accused of Legal Aid appointment and assigns counsel on behalf of the Chairman of the Board.
- Notify the review board members and the Attorney General of all accused schedule to appear for Disposition Hearings.
- Liaise with all relevant agencies to obtain required documents.
- Order transcripts of trial proceedings and ensure all parties have copies of the transcripts along with all other required documentation prior to hearings.
- Attends hearings, records and files exhibits following policies and procedures.
- Monitor privilege restrictions of patients who the hospital has restricted privileges for more than seven days.

- Answer inquiries from the public, media and other stakeholders to explain the role and procedures of the Board.
- Oversee the follow-up duties of all board hearings, including:
 - Draft disposition orders, warrants of committal, reasons for disposition and conveyance orders for the signature of the board chair
 - Sign orders on behalf of the chair as required
 - Notify all parties of the dispositions and explains the orders when necessary to hospital staff, accused, and other involved parties
 - Notifies all parties of the return to trial date when accused is found fit to stand trial
 - Ensures dispositions are forwarded to Edmonton Police Service for entry into CPIC
 - Liaise with Court of Appeal when board decision is appealed, and retain counsel on behalf of the Chair of the Criminal Code Review Board, if required
 - Sign Interprovincial Transfer Warrants, and liaise with RCMP and Forensic Mental Health Facilities for interprovincial transfers of accused persons to other designated facilities

DESW	Job Title	Classification	Schedule
AB12591			
1	Administrative Assistant	Administrative Support 4	Monday - Friday 8:15 am-4:30 pm

Essential Service Work Functions

- Review files and process documentation pertaining to the Review Board Hearings.
- Utilize Justice Online Information Network (JOIN) to verify charges and verdict of the court.
- Supports the maintenance, security and location of the court record.
- Book boardroom for hearings and notify all parties of hearing dates and times.
- Diarize files and arrange appointments.
- Respond to written requests for particulars from accused or defence counsel.
- Assist in Review Board Hearings and cover off Registrar duties as required.
- Ensure open files are given to the Review Board members and proper documentation given to counsel, Attorney General and patients.
- File exhibits entered at hearings following policies and procedures.
- Forward dispositions to Edmonton Police Service for entry into CPIC.
- Data entry to ensure information required for or as a result of the Review Board Hearing is recorded, including about the accused, the charges/verdict, hearing information, disposition orders, warrants of committal, reasons for disposition and conveyance orders, etc.

Court of Appeal

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	19
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	9
Total number of bargaining unit members required fulfill DESW positions during essential services operations	31
Total number required to support the essential service operations	59

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

Note: Administrative functions will be performed to ensure unimpeded and uninhibited access to the courts. There may be a need to prioritize functions based on the schedule of the courts and therefore some work functions may be delayed or suspended based on operational requirements.

LOCATION: TRANSCANADA ENERGY TOWER, CALGARY

Address: 450-1 Street SW, Calgary AB

DESW	Job Title	Classification	Schedule
AB12592			
1	Judicial Assistant Team Lead	Legal Administration 3	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Supervise and schedule other judicial assistants.
- Identify and resolve workload pressures.
- Manage justice’s calendars and oversee justices sitting assignments.
- Advise, liaise and assist in security measures for justices.
- Receive, organize and deliver hearing lists and materials to their assigned justice.
- Prepare drafts of judgments-includes typing, formatting, researching case citations.
- Assist in facilitating Judicial Dispute Resolution.
- Make travel arrangements and prepare expense claims related to appeals or applications heard outside of the judge’s home city (includes Edmonton, Calgary, Yellowknife and Iqaluit).
- Receive and respond to inquiries from senior personnel in other divisions for agencies (e.g. Federal Judicial Affairs, Canadian Judicial Council, National judicial Institute).
- Receive and respond to inquiries from justices across the country, other government offices and officials, external agencies, members of the Bar, the academic community, the media and the public.
- Facilitate communications with other divisions/agencies/of her courts.
- Conduct legal research, prepare case summaries, correspondence and memoranda for judges.
- Ensure judgments are prepared for release to the parties.
- Ensure judgments are prepared and distributed to publishers for posting.

DESW	Job Title	Classification	Schedule
AB12593			
5	Judicial Assistant	Legal Administration 2	Monday - Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Manage justice’s calendars and oversee justices sitting assignments. • Advise, liaise and assist in security measures for justices. • Receive, organize and deliver hearing lists and materials to the assigned justice. • Prepare drafts of judgments-includes typing, formatting, researching case citations. • Assist in facilitating Judicial Dispute Resolution. • Make travel arrangements and prepare expense claims related to appeals or applications heard outside of the judge’s home city (includes Edmonton, Calgary, Yellowknife and Iqaluit). • Receive and respond to inquiries from senior personnel in other divisions for agencies (e.g. Federal Judicial Affairs, Canadian Judicial Council, National judicial Institute). • Receive and respond to inquiries from justices across the country, other government offices and officials, external agencies, members of the Bar, the academic community, the media and the public. • Facilitate communications with other divisions/agencies/of her courts. • Conduct legal research, prepare case summaries, correspondence and memoranda for judges. • Ensure judgments are prepared for release to the parties. • Ensure judgments are prepared and distributed to publishers for posting. 			

DESW	Job Title	Classification	Schedule
AB12594			
1	Registry Team Lead	Senior Deputy Clerk	Monday - Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Supervision and scheduling of all clerks. • Review of applications and documents and distribution of same to judiciary. • Duties of non-presiding Justice of the Peace. • Delegated duties (e.g. Signing Authority, Deputy Clerk, Commissioner for Oaths, Fee Waivers). • Identify and resolve workload pressures. • Audit accuracy of the court record (physical file & FTR). • Exhibit control audits. • Data entry – Accurate selection and entry of document/hearing activity codes and other data into court databases (JOIN/CAMS, etc.). • Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies). • Perform searches and provide copies of documents, including document certification as required. • Receive, examine, enter, file, issue and distribute court documents. Ensure documents filed at court counter adhere to applicable legislation, and judicial direction. • Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers. 			

DESW	Job Title	Classification	Schedule
AB12595			
6	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk (015JC) / Judicial Clerk (013JC)	Monday - Friday 8:15 am- 4:30 pm

Essential Service Work Functions

- Prepare hearing lists and distribute list and materials to judges.
- Courtroom preparation, management and support to judges.
- Run digital recording (FTR), maintain clerk notes.
- Arrange for appearance of in-custody litigants.
- Communicate directions from the Court to the lawyers and litigants.
- Schedule appeals and applications.
- Maintain exhibits in accordance with protocols.
- Duties of non-presiding Justice of the Peace.
- Delegated duties (e.g. Signing Authority, Commissioner for Oaths).
- Notify trial court and judge of outcome of appeal.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into court databases (JOIN/CAMS, etc.).
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Receive, examine, enter, file, issue and distribute court documents. Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Prepare and distribute correspondence.
- Commission affidavits.
- Distribute the Court’s judgments to the parties.
- Prepare post-court paperwork, including bail orders, warrants of committal, release documents, etc.
- Maintain the official court record.

DESW	Job Title	Classification	Schedule
AB12596			
1	Registry Admin Support	Admin Support 3	Monday - Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Prepare and post hearing lists in CAMS for the judges and internal staff, and on the Alberta Courts’ website under the Court of Appeal for the public.
- Create and send Webex court invitations to Justices – for single judge chambers; appeal conferences and judicial dispute resolution hearing.

- Prepare and send Media Communications notice to all recipients in the Media Communications email group in accordance with the Process of Notifying Communications Group of High Profile Cases protocol.
- Applications by way of No Oral – complete all steps on the Applications by way of No Oral Argument Checklist.
- Civil Panel Application Distribution- complete the sorting and distribution of the materials to the judges in accordance with the Civil Panel, Applications List and Distribution Checklist.
- Appeal Conference Distribution- complete the sorting and distribution of the materials to the judges in accordance with the Appeal Conference Checklist.
- Bail Check Ins - at the opening of the General Appeal sittings, confirm all accused that are on bail have checked in and have been provided the next date to check in.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into court databases (JOIN/CAMS, etc.).
- Searches – review and complete incoming name search requests by conducting search in CAMS and where required CASES and JOIN – charge applicable search fee.
- Responsible for reviewing the mail basket on a daily basis – review incoming mail to determine the request is and either complete the request or distribute to the applicable area.
- Maintain the official court record.

DESW	Job Title	Classification	Schedule
AB12597			
1	CAMS Administrator & Business Analyst	Program Services 3	Monday – Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Ensuring data and information management systems are accurate and responding to CAMS requirements.
- Provides frontline support to both internal and external CAMS users.
- Oversees the entire operation of CAMS (both internal and external (public) sites) (CAMS is a case management, document management and electronic filing system currently used both internally (by judges and staff of the Court of Appeal of Alberta (ABCA)) and externally (by lawyers and litigants)).
- First point of contact whenever system errors occur or when questions arise from either internal or external users.
- Approves, creates and manages all user accounts (internal and external), and assigns appropriate security access rights.
- Maintains and monitors all interfaces with CAMS (CASES, DDS, JOIN (future)).
- Maintains the CAMS directory which houses all contact information for judges, trial courts, institutions, policing agencies and lawyers.
- Maintains all reports, letters, searches, work queues and business rules.
- Works with service providers to ensure that software updates and servers are maintained appropriately and that both the business and technology related solutions adhere to necessary standards, regulations and/or policies.
- Provides business analyst, data analysis, project management and change management support.
- Ensuring high availability (24/7) of the case management service for all users (both internal and external) who rely on the service.

- Ensuring disciplined approach to data governance and information management is strictly adhered to.
- Responsible for the operational (daily) maintenance of the service.
- Gather, collate and analyze the weekly, monthly and annual data and prepare monthly and annual statistics and reports for the Alberta Court of Appeal, Chief Justice of Alberta and the Canadian Judicial Council.
- Receive and respond to inquiries from senior personnel in other divisions for agencies (e.g. Federal Judicial Affairs, Canadian Judicial Council, National Judicial Institute).
- Receive and respond to inquiries from justices across the country, other government offices and officials, external agencies, members of the Bar, the academic community, the media and the public.

LOCATION: LAW COURTS BUILDING

Address: 1A Churchill Square, Edmonton, AB

DESW	Job Title	Classification	Schedule
AB12598			
1	Office Administrator	Administration 2	Monday - Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Pay invoices, maintain contracts and purchase required supplies. • Process all accounts payable. • Perform any critical functions to ensure pay and benefits issues are promptly dealt with. • Ensure appropriate credit trails and internal controls are in place. 			

DESW	Job Title	Classification	Schedule
AB12599			
1	Judicial Assistant/ Scheduling Analyst	Administration 1	Monday – Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Create/maintain judicial assignments. • Drafting the judicial assignment schedules and annual court sitting calendars for the Alberta Court of Appeal, the Northwest Territories Court of Appeal and the Nunavut Court of Appeal which involves extensive consultation and coordination with the Chief Justice of Alberta (CJA) and the judges of the Courts of Appeal of Alberta, Northwest Territories and Nunavut. • Scheduling judicial assignments on CAMS. • Direct Judicial Assistant Support to the CJA. • Manage CJA calendars and oversee justices sitting assignments. • Advise, liaise and assist in security measures for justices. • Receive, organize and deliver hearing lists and materials to the justices. • Prepare drafts of judgments-includes typing, formatting, researching case citations. • Assist in facilitating Judicial Dispute Resolution. 			

- Make travel arrangements and prepare expense claims related to appeals or applications heard outside of the judge's home city (includes Edmonton, Calgary, Yellowknife and Iqaluit).
- Receive and respond to inquiries from senior personnel in other divisions for agencies (e.g. Federal Judicial Affairs, Canadian Judicial Council, National judicial Institute).
- Receive and respond to inquiries from justices across the country, other government offices and officials, external agencies, members of the Bar, the academic community, the media and the public.
- Facilitate communications with other divisions/agencies.
- Ensure judgments are prepared for release to the parties.
- Ensure judgments are prepared and distribute to publishers for posting.

DESW	Job Title	Classification	Schedule
AB12600			
1	Judicial Assistant Team Lead	Legal Administration 3	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Supervise and schedule other judicial assistants.
- Identify and resolve workload pressures.
- Manage justice's calendars and oversee justices sitting assignments.
- Advise, liaise and assist in security measures for justices.
- Receive, organize and deliver hearing lists and materials to their assigned justice.
- Prepare drafts of judgments-includes typing, formatting, researching case citations.
- Assist in facilitating Judicial Dispute Resolution.
- Make travel arrangements and prepare expense claims related to appeals or applications heard outside of the judge's home city (includes Edmonton, Calgary, Yellowknife and Iqaluit).
- Make travel arrangements and prepare expense claims related to appeals or applications heard outside of the judges home city (includes Edmonton, Calgary, Yellowknife and Iqaluit).
- Receive and respond to inquiries from senior personnel in other divisions for agencies (e.g. Federal Judicial Affairs, Canadian Judicial Council, National judicial Institute).
- Receive and respond to inquiries from justices across the country, other government offices and officials, external agencies, members of the Bar, the academic community, the media and the public.
- Facilitate communications with other divisions/agencies/of her courts.
- Conduct legal research, prepare case summaries, correspondence and memoranda for judges.
- Ensure judgments are prepared for release to the parties.
- Ensure judgments are prepared and distribute to publishers for posting.

DESW	Job Title	Classification	Schedule
AB12601			
5	Judicial Assistant	Legal Administration 2	Monday - Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Manage justice's calendars and oversee justices sitting assignments.
- Advise, liaise and assist in security measures for justices.
- Receive, organize and deliver hearing lists and materials to their assigned justice.

- Prepare drafts of judgments-includes typing, formatting, researching case citations.
- Assist in facilitating Judicial Dispute Resolution.
- Make travel arrangements and prepare expense claims related to appeals or applications heard outside of the judge's home city (includes Edmonton, Calgary, Yellowknife and Iqaluit).
- Receive and respond to inquiries from senior personnel in other divisions for agencies (e.g. Federal Judicial Affairs, Canadian Judicial Council, National Judicial Institute).
- Receive and respond to inquiries from justices across the country, other government offices and officials, external agencies, members of the Bar, the academic community, the media and the public.
- Facilitate communications with other divisions/agencies/of her courts.
- Conduct legal research, prepare case summaries, correspondence and memoranda for judges.
- Ensure judgments are prepared for release to the parties.
- Ensure judgments are prepared and distribute to publishers for posting.

DESW	Job Title	Classification	Schedule
AB12602			
1	Registry Team Lead	Senior Deputy Clerk	Monday - Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Supervision and scheduling of all clerks.
- Review of applications and documents and distribution of same to judiciary.
- Duties of non-presiding Justice of the Peace.
- Delegated duties (e.g. Signing Authority, Deputy Clerk, Commissioner for Oaths, Fee Waivers).
- Identify and resolve workload pressures.
- Audit accuracy of the court record (physical file & FTR).
- Exhibit control audits.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into court databases (JOIN/CAMS).
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Receive, examine, enter, file, issue and distribute court documents. Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.

DESW	Job Title	Classification	Schedule
AB12603			
6	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday - Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Prepare hearing lists and distribute list and materials to judges.
- Courtroom preparation, management and support to judges.
- Run digital recording (FTR), maintain clerk notes.

- Arrange for appearance of in-custody litigants.
- Communicate directions from the Court.
- Schedule appeals and applications.
- Maintain exhibits in accordance with protocols.
- Duties of non-presiding Justice of the Peace.
- Delegated duties (e.g., Signing Authority, Commissioner for Oaths).
- Notify trial court and judge of outcome of appeal.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into court databases (JOIN/CAMS).
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Receive, examine, enter, file, issue and distribute court documents. Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Commission affidavits.
- Distribute the Court’s judgments to the parties.
- Prepare post-court paperwork, including bail orders, warrants of committal, release documents, etc.
- Maintain the official court record.

DESW	Job Title	Classification	Schedule
AB12604			
1	CAMS Administrator	Program Services 3	Monday – Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Provides frontline support to both internal and external CAMS users.
- Oversees the entire operation of CAMS (internal and external (public) sites) (CAMS is a case management, document management and electronic filing system currently used both internally (by judges and staff of the Court of Appeal of Alberta (ABCA)) and externally (by lawyers and litigants)).
- First point of contact whenever system errors occur or when questions arise from either internal or external users.
- Approves, creates and manages all user accounts (internal and external), and assigns appropriate security access rights.
- Maintains and monitors all interfaces with CAMS (CASES, DDS, JOIN (future)).
- Maintains the CAMS directory which houses all contact information for judges, trial courts, institutions, policing agencies and lawyers.
- Maintains all reports, letters, searches, work queues and business rules.
- Work with service providers to ensure that software updates and servers are maintained appropriately and that both the business and technology related solutions adhere to necessary standards, regulations and/or policies. Ensuring data and information management systems are accurate and responding to CAMS requirements.
- Ensuring high availability (24/7) of the case management service for all users (both internal and external) who rely on the service.

- Ensuring disciplined approach to data governance and information management is strictly adhered to.
- Responsible for the operational (daily) maintenance of the service.
- Conducting regular quality assurance to ensure data integrity of the CAMS system.
- Issues management for CAMS system.
- Receive and respond to inquiries from senior personnel in other divisions for agencies (e.g. Federal Judicial Affairs, Canadian Judicial Council, National Judicial Institute).
- Receive and respond to inquiries from justices across the country, other government offices and officials, external agencies, members of the Bar, the academic community, the media and the public.

Court of King's Bench Operations

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	9
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	243
Total number required to support the essential service operations	252

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

Note: Administrative functions will be performed to ensure unimpeded and uninhibited access to the courts. There may be a need to prioritize functions based on the schedule of the courts and therefore some work functions may be delayed or suspended based on operational requirements.

LOCATION: COURT CENTRE, CALGARY

Address: 601 – 5 Street SW, Calgary, AB

DESW	Job Title	Classification	Schedule
AB12605			
1	Exhibits Supervisor	Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensures exhibits are properly identified, registered, stored, maintained and able to be accessed. • Maintain security of exhibits. • Enable access, return and/or destruction of exhibits. • Data entry – Accurate selection and entry of document/hearing activity codes and other data into court databases (JOIN/CASES, etc.). 			

DESW AB12606	Job Title	Classification	Schedule
2	Exhibits Clerk	Senior Judicial Clerk	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensures exhibits are properly identified, registered, stored, maintained and able to be accessed. • Maintain security, continuity and safety of exhibits, and maintain security of physical premises. • Supports the maintenance, security and location of the court record. • Data entry – Accurate selection and entry of document/hearing activity codes and other data into the appropriate case management program (CASES/JOIN). 			

DESW AB12607	Job Title	Classification	Schedule
30	Senior Judicial Clerk	Senior Judicial Clerk	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings). • Ensure accuracy of the court record (endorsements & FTR). • Review and prepare documentation for judiciary and parties. • Provision of information to public. • Perform searches and provide copies of documents, including document certification as required. • Provide procedural information. • Data entry – Accurate selection and entry of document/hearing activity codes and other data into court databases (JOIN/CASES, etc.). • Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies). • Perform searches and provide copies of documents, including document certification as required. • Receive, examine, enter, file, issue and distribute court documents. Ensure documents filed at court counter, fax, digital, or email adhere to applicable legislation, and judicial direction • Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers. • Act as Commissioner for Oaths. • Process and distribute documents. 			

DESW AB12608	Job Title	Classification	Schedule
1	Counter Supervisor	Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Supervision and scheduling of Counter clerks. 			

- Intake and vetting of proper documents conforming to the legislation and maintenance of court record.
- See also Senior Judicial Clerk duties above as there are very few clerks who do only counter duties.

DESW	Job Title	Classification	Schedule
AB12609			
25	Judicial Clerk	Judicial Clerk	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Courtroom management duties (e.g. setting matters for hearing, prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Review and prepare documentation for judiciary and parties.
- Provision of information to public.
- Perform searches and provide copies of documents, including document certification as required.
- Provide procedural information.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into court databases (JOIN/CASES, etc.).
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Receive, examine, enter, file, issue and distribute court documents. Ensure documents filed at court counter, fax, digital or email adhere to applicable legislation, and judicial direction.
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Act as Commissioner for Oaths.
- Process and distribute of documents.

DESW	Job Title	Classification	Schedule
AB12610			
1	Criminal Supervisor	Deputy Clerk	Monday - Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Organizes and manages the jury management process for the judicial centre.
- Supporting the work of the judiciary, counsel and the public before, during and after court proceedings.
- As Deputy Sheriff maintains demographically balanced jury lists, summons juror, grants or denies exemption requests, and ensures jury guards are in attendance.
- Provide accurate procedural advice in response to inquiries from the public.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.
- Provide assistance to witnesses and jurors.

- Assist with the assignment and administration of all judicial clerks in the King's Bench Criminal/ Jury Section.
- Exercises delegated authority as Deputy Clerk of the Court, Deputy Sheriff (Jury Act) Justice of the Peace, and Commissioner for Oaths.

DESW AB12611	Job Title	Classification	Schedule
1	Team Lead, Procedure Control	Administrative Support 4	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Supervise the creation and maintenance of court record, data entry, and recording of results (Chambers/trials, etc.).
- Service to customers accessing court documents/access to court files/provide information to creditors/answering procedural questions.

DESW AB12612	Job Title	Classification	Schedule
2	Records Disposition Clerk	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Provide court record information to the Judiciary.
- Supports the maintenance, security and location of the court record.
- Maintains control of all files and documents entering and leaving the file rooms.
- Entry and interpretation of codes in CASES/JOIN to ensure proper placement and retrieval of court files.

DESW AB12613	Job Title	Classification	Schedule
3	Data Entry Clerk (Records/Procedure Control)	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Creation and maintenance of court record, accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN, and recording of results (Chambers/trials, etc.).
- Service to customers accessing court documents/access to court files/provide information to creditors/answering procedural questions.

DESW AB12614	Job Title	Classification	Schedule
1	Surrogate/Bankruptcy Supervisor	Senior Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensure documents filed at court counter, fax, digital or email adhere to the Alberta Rules of Court, applicable legislation, and judicial direction. • Follow directions of the Court for preparation of court documents, such as orders, grants of probate, grants of administration, and limited grants. • Set matters for hearings, and ensure daily court lists are prepared and updated. • Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications. • Provide accurate procedural advice in response to inquiries from public. • Receive, examine, enter, file, issue and distribute court documents. • Accurate selection and entry of document/hearing activity codes, financial information and other data into CASES/JOIN. • Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear. • Sign documents for the Clerk of the Court. • Assess Bills of Costs (Party/Party and Solicitor /Client). • Act as a Commissioner for Oaths. 			

DESW AB12615	Job Title	Classification	Schedule
1	Criminal Supervisor	Senior Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensure documents filed at court counter, fax, digital or email adhere to applicable legislation, and judicial direction. • Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc. • Set matters for hearings, and ensure daily court lists are prepared and updated. • Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications. • Provide accurate procedural advice in response to inquiries from public. • Receive, examine, enter, file, issue and distribute court documents. • Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear. • Sign documents for the Clerk of the Court. • Tax Bills of Costs (Party/Party and Solicitor /Client). • Exercise delegated authority as Deputy Clerk of the Court, Deputy Sheriff (Jury Act), Justice of the Peace, and Commissioner for Oaths, as applicable. 			

DESW AB12616	Job Title	Classification	Schedule
1	Justice Chambers Supervisor	Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensure documents filed at court counter, fax or email adhere to the Alberta Rules of Court, applicable legislation, and judicial direction. • Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc. • Set matters for hearings, and ensure daily court lists are prepared and updated. • Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications. • Provide accurate procedural advice in response to inquiries from public. • Receive, examine, enter, file, issue and distribute court documents. • Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear. • Sign documents for the Clerk of the Court. • Tax Bills of Costs (Party/Party and Solicitor /Client). • Act as a Commissioner for Oaths. • Exercise delegated authority as Deputy Clerk of the Court, Deputy Sheriff (Jury Act), Justice of the Peace, and Commissioner for Oaths, as applicable. 			

DESW AB12617	Job Title	Classification	Schedule
1	Family/Divorce Supervisor	Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensure documents filed at court counter, fax, digital or email adhere to the Alberta Rules of Court, applicable legislation, and judicial direction. • Follow directions of the Court for preparation of court documents. • Set matters for hearings, and ensure daily court lists are prepared and distributed. • Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications. • Provide accurate procedural advice in response to inquiries from public. • Receive, examine, enter, file, issue and distribute court documents. • Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear • Sign documents for the Clerk of the Court. • Assess Bills of Costs (Party/Party and Solicitor /Client). • Act as a Commissioner for Oaths. • Exercise delegated authority as Deputy Clerk of the Court, Justice of the Peace, and Commissioner for Oaths, as applicable. 			

DESW AB12618	Job Title	Classification	Schedule
1	Desk Application Team Lead	Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensure documents filed at court counter, fax, digital or email adhere to the Alberta Rules of Court, applicable legislation, and judicial direction. • Follow directions of the Court for preparation of court documents. • Set matters for hearings, and ensure daily court lists are prepared and distributed. • Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications. • Provide accurate procedural advice in response to inquiries from public. • Receive, examine, enter, file, issue and distribute court documents. • Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear. • Sign documents for the Clerk of the Court. • Assess Bills of Costs (Party/Party and Solicitor /Client). • Act as a Commissioner for Oaths. • Exercise delegated authority as Deputy Clerk of the Court, Justice of the Peace, and Commissioner for Oaths, as applicable. 			

DESW AB12619	Job Title	Classification	Schedule
1	Court Desk Team Lead	Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensure documents filed at court counter, fax, digital or email adhere to the Alberta Rules of Court, applicable legislation, and judicial direction. • Follow directions of the Court for preparation of court documents. • Set matters for hearings, and ensure daily court lists are prepared and distributed. • Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications. • Provide accurate procedural advice in response to inquiries from public. • Receive, examine, enter, file, issue and distribute court documents. • Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear. • Sign documents for the Clerk of the Court. • Assess Bills of Costs (Party/Party and Solicitor /Client). • Act as a Commissioner for Oaths. • Exercise delegated authority as Deputy Clerk of the Court, Justice of the Peace, and Commissioner for Oaths, as applicable. 			

DESW AB12620	Job Title	Classification	Schedule
1	Special Filing Team Lead	Senior Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensure documents filed at court counter, fax, digital or email adhere to the Alberta Rules of Court, applicable legislation, and judicial direction. • Follow directions of the Court for preparation of court documents. • Set matters for hearings, and ensure daily court lists are prepared and distributed. • Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications. • Provide accurate procedural advice in response to inquiries from public. • Receive, examine, enter, file, issue and distribute court documents. • Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear. • Sign documents for the Clerk of the Court. • Assess Bills of Costs (Party/Party and Solicitor /Client). • Act as a Commissioner for Oaths. • Exercise delegated authority as Deputy Clerk of the Court, Justice of the Peace, and Commissioner for Oaths, as applicable. 			

DESW AB12621	Job Title	Classification	Schedule
1	Specialized Services and Procedural Control Team Lead	Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensure documents filed at court counter, fax, digital or email adhere to the Alberta Rules of Court, applicable legislation, and judicial direction. • Follow directions of the Court for preparation of court documents. • Set matters for hearings, and ensure daily court lists are prepared and distributed. • Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications. • Provide accurate procedural advice in response to inquiries from public. • Receive, examine, enter, file, issue and distribute court documents. • Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear. • Sign documents for the Clerk of the Court. • Assess Bills of Costs (Party/Party and Solicitor /Client). • Act as a Commissioner for Oaths. • Exercise delegated authority as Deputy Clerk of the Court, Justice of the Peace, and Commissioner for Oaths, as applicable. • Ensures information entered into CASES adheres to policies and procedures. 			

DESW AB12622	Job Title	Classification	Schedule
1	Accounting Supervisor	Administration 1	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensures garnishment and order monies are paid in and out of court. • Maintain fax filing, email and digital accounts. • Perform cashier duties. • Receive, examine, enter, file, issue and distribute court documents. • Supervises the CASES system bank reconciliation. • Monitors letters of credit, lien bonds, trust accounts, and investments. • Quasi-judicial functions (Deputy clerk). 			

DESW AB12623	Job Title	Classification	Schedule
3	Accounting Clerk	Senior Judicial Clerk / Judicial Clerk	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensures garnishment and order monies are paid in and out of court. • Maintain fax filing accounts. • Perform cashier duties. • Receive, examine, enter, file, issue and distribute court documents. • Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN. • Supervises the CASES system bank reconciliation. • Monitors letters of credit, lien bonds, trust accounts, and investments. • Quasi-judicial functions (Deputy clerk). 			

DESW AB12624	Job Title	Classification	Schedule
2	Administrator	Administrator 2	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Sets, assigns and monitors the workloads and standards of each Team Lead. • Maintains quality control, statistical data, and measurements regarding workplace performance. • This position is delegated authority to perform duties as a Deputy Clerk of the Court for Court of Queen's Bench and is appointed as a Commissioner of Oaths with financial authority (as required). Expert knowledge of all relevant legislation, bylaws, regulations, and statutes is required. • Signing of Divorce Certificates that require authority for out of Country. • Swearing affidavits. • Performing duties as Deputy Sheriff as required. • Performing Exhibit Audits as required 			

- Signing and authorization criminal documentation as required.
- Signing of all other documentation within Court of King's Bench Administration as delegated with proper authorization.
- This position is required to know and understand the various computer systems and the legislation that govern these systems. In addition, this position is responsible for participating in the various committees and projects that support the further development of the current systems, including Justice Digital. This position will ensure that a provincial wide approach is taken to ensure consistency across the province.
- This position signs court Orders on behalf of the Deputy Clerk of the Court. Ensuring that compliance of the Alberta Rules of Court, and other applicable legislation is adhered to is essential to this position. In addition, knowledge of Practice Notes is required to ensure compliance.
- This position should ensure that stakeholder engagement is maintained, and the relevant stakeholders are considered in all decision making.
- This position is also required to interpret and communicate new legislation, policy directives and procedures to all staff, ensuring that legislative knowledge is applied daily to assist employees and the public with understanding law. This position is not to provide any legal advice.
- This position assists the Manager in providing the efficient administrative and clerical support services required for the benefit of the general public, Judiciary and the legal professions. This position is also required to act in the Manager's position during any absences. It ensures that administrative processes, policies and practices are maintained in order to support legislative requirements.

DESW AB12625	Job Title	Classification	Schedule
1	Program Advisor	Program Support 3	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Address all support inquiries for the Surrogate Digital Service, Civil Filing Digital Service, Family/Divorce Filing Digital Service, and other digital services, including users (Albertans or their lawyers) being unable to electronically file, and addressing issues with the documents in the service. The court has mandated the use of these digital services for users, including the legal community, to file documents with the court.
- Coordinate issue resolution from court staff, the judiciary and judicial staff to ensure continued access to these digital systems, and to ensure documents can be reviewed for filing and accessed for court hearings.
- Coordinate resolution of service disruptions, fix critical bugs that impact the service or prevent it from being operational.
- Work directly with Service Alberta developers on reviewing system issues, testing and ensuring the services are operational.

DESW AB12626	Job Title	Classification	Schedule
1	Administrative Assistant	Administrative Support 5	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Provide program support for Criminal Jury Summons.
- Provide assistance to KB Surrogate section.
- Provide assistance to KB Accounting section.
- Coordinate statistics which are required to be maintained in King's Bench Operations.
- Processing returned jury summonses, opening bail files in criminal, completing certificates for divorce.

LOCATION: DRUMHELLER COURTHOUSE

Address: 511 – 3 Avenue, Drumheller, AB

DESW	Job Title	Classification	Schedule
AB12627			
1	Senior Judicial Clerk	Senior Judicial Clerk	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensuring accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary and parties.
- Provide accurate procedural information in response to inquiries from public.
- Perform searches and provide copies of documents, including document certification as required.
- Provide procedural information.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into court databases (JOIN/CASES, etc.) .
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Receive, examine, enter, file, issue and distribute court documents.
- Act as Commissioner for Oaths.
- Process and distribute of documents.

LOCATION: LAW COURTS (1ST FLOOR), EDMONTON

Address: 1A Churchill Square, Edmonton, AB

Note: Modified work hours exist in this area with some file clerks starting an early shift at 7:00 am (7.25 hours) and a late shift ending at 5:00 pm (7.25 hours). These modified hours rotate between staff in the area.

DESW	Job Title	Classification	Schedule
AB12628			
1	Accounting Supervisor	Administration 1	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensures garnishment and order monies are paid in and out of court.
- Maintain fax filing, digital and email accounts.

- Receive, examine, enter, file, issue and distribute court documents.
- Accurate selection and entry of document/hearing activity codes, financial information and other data into CASES.
- Perform cashier duties.
- Supervises the CASES system bank reconciliation.
- Monitors letters of credit, lien bonds, trust accounts, and investments.
- Quasi-judicial functions (sign or issue court documents as Deputy clerk, or on behalf of the Clerk of Court).

DESW	Job Title	Classification	Schedule
AB12629			
32	Senior Judicial Clerk	Senior Judicial Clerk	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Review and prepare documentation for judiciary and parties.
- Provision of information to public.
- Perform searches.
- Provide procedural information.
- Receive, examine, enter, file, issue and distribute court documents.
- Data entry – Accurate selection and entry of document/hearing activity codes, financial information and other data into the appropriate case management program (CASES/JOIN).
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Receive, examine, enter, file, issue and distribute court documents. Ensure documents filed at court counter, fax or email adhere to applicable legislation, and judicial direction.
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Act as Commissioner for Oaths.
- Process and distribute of documents.
- Ensures garnishment and order monies are paid in and out of court.
- Maintain remote filing accounts.
- Perform cashier duties.
- Receive, examine, enter, file, issue and distribute court documents.
- Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Supervises the CASES system bank reconciliation.
- Monitors letters of credit, lien bonds, trust accounts, and investments.
- Quasi-judicial functions (Deputy clerk).

DESW AB12630	Job Title	Classification	Schedule
29	Judicial Clerk	Judicial Clerk	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Prepare hearing lists and distribute list and materials to judges. • Courtroom preparation, management and support to judges. • Run digital recording (FTR), maintain clerk notes. • Arrange for appearance of in-custody litigants. • Communicate directions from the Court. • Schedule appeals and applications. • Notify trial court and judge of outcome of appeal. • Assist public and legal community at counter. • Explain procedure and processes. • Data entry – Accurate selection and entry of document/hearing activity codes, financial information and other data into the appropriate case management program (CASES/JOIN). • Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies). • Perform searches and provide copies of documents, including document certification as required. • Receive, examine, enter, file, issue and distribute court documents. Ensure documents filed at court counter, fax or email adhere to applicable legislation, and judicial direction. • Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers. • Commission affidavits. • Distribute the Court’s judgments to the parties. • Prepare post-court paperwork, including bail orders, warrants of committal, release documents, etc. • Maintain the official court record. 			

DESW AB12631	Job Title	Classification	Schedule
1	Exhibits Supervisor	Senior Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensures exhibits are properly identified, registered, stored, maintained and able to be accessed. • Maintain security of exhibits. • Enable access, return and/or destruction of exhibits. • Data entry – Accurate selection and entry of document/hearing activity codes and other data into court databases (JOIN/CASES, etc.). 			

DESW AB12632	Job Title	Classification	Schedule
2	Exhibits Clerk	Senior Judicial Clerk	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			

- Ensures exhibits are properly identified, registered, stored, maintained and able to be accessed.
- Maintain security, continuity and safety of exhibits, and maintain security of physical premises.
- Supports the maintenance, security and location of the court record.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into the appropriate case management program (CASES/JOIN).

DESW	Job Title	Classification	Schedule
AB12633			
1	Surrogate Supervisor	Senior Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter, fax, digital or email adhere to the Alberta Rules of Court, applicable legislation, and judicial direction in relation to Surrogate and Bankruptcy matters.
- Follow directions of the Court for preparation of court documents, such as orders, grants of probate, grants of administration, and limited grants.
- Set matters for hearings, and ensure daily court lists are prepared and distributed.
- Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications.
- Provide accurate procedural advice in response to inquiries from public.
- Receive, examine, enter, file, issue and distribute court documents.
- Accurate selection and entry of document/hearing activity codes, financial information and other data into CASES.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.
- Sign documents for the Clerk of the Court.
- Assess Bills of Costs (Party/Party and Solicitor /Client).
- Act as a Commissioner for Oaths.

DESW	Job Title	Classification	Schedule
AB12634			
1	Records Supervisor	Senior Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Organizing, administering and supervision of the Records Section, (including data entry, records technicians, and records dispositions clerks).
- Ensuring proper documents coding and entry of documents into CASES, along with maintenance of the electronic and hard copy file systems.
- Entry and interpretation of codes in CASES to ensure proper placement and retrieval of court files.
- Maintains control of all files and documents entering and leaving the file rooms.
- Ensure court records for the Court of King's Bench are accurate and easily accessible for the judiciary, litigants and Albertans.

DESW AB12635	Job Title	Classification	Schedule
7	Data Entry Clerk	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Creation and maintenance of court record, data entry, searches, EPOs, and recording of results (Chambers/trials, etc.).
- Service to customers, including accessing court documents/files, provide information to creditors, answering procedural questions.
- Receive, examine, enter, file, issue and distribute court documents.
- Accurate selection and entry of document/hearing activity codes, financial information and other data into the appropriate case management program (CASES/JOIN).
- Ensure compliance with legislative and procedural requirements, including identification of documents/files to which access must be restricted (legislated or sealed by court order, publication bans, etc.).

DESW AB12636	Job Title	Classification	Schedule
1	Supervisor – Records Disposition	Administrative Support 5	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Supervise the creation and maintenance of court record, data entry, and recording of results (Chambers/trials, etc.).
- Service to customers accessing court documents/access to court files/provide information to creditors/answering procedural questions.
- Receive, examine, enter, file, issue and distribute court documents.
- Accurate selection and entry of document/hearing activity codes, financial information and other data into the appropriate case management program (CASES/JOIN).
- Assist with the supervision and control of all files and records entering and leaving the file rooms.
- Receive, return, monitor, and track original wills through the Surrogate Digital Service.

DESW AB12637	Job Title	Classification	Schedule
1	Criminal Supervisor	Senior Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter, fax or email adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc.
- Set matters for hearings, and ensure daily court lists are prepared and updated.
- Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications.

- Provide accurate procedural advice in response to inquiries from public.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.
- Oversee all administrative matters relating to the criminal court process, including arraignments, bail reviews, summary conviction appeals, juries, bail forfeitures, and trials deemed to be highly sensitive and complex in nature.
- Exercise delegated authority as Deputy Clerk of the Court, Deputy Sheriff (Jury Act), Justice of the Peace, and Commissioner for Oaths.
- Tax Bills of Costs (Party/Party and Solicitor /Client).
- Act as a Commissioner for Oaths.

DESW	Job Title	Classification	Schedule
AB12638			
3	Court Team Supervisor	Deputy Clerk	Monday – Friday 8:15 am to 4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter, fax, digital or email adhere to the Alberta Rules of Court, applicable legislation, and judicial direction
- Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc.
- Set matters for hearings, and ensure daily court lists are prepared and distributed
- Scheduling of court clerks for judges’ chambers, master’s chambers and family law chambers, including special applications
- Provide accurate procedural advice in response to inquiries from public
- Receive, examine, enter, file, issue and distribute court documents
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear
- Oversee all administrative matters relating to the civil court process, including arraignments, bail reviews, summary conviction appeals, juries, bail forfeitures, and trials deemed to be highly sensitive and complex in nature
- Exercise delegated authority as Deputy Clerk of the Court, Deputy Sheriff (Jury Act), Justice of the Peace, and Commissioner for Oaths
- Assess Bills of Costs (Party/Party and Solicitor /Client)

DESW	Job Title	Classification	Schedule
AB12639			
1	Applications Supervisor	Senior Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter, fax, digital or email adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Follow directions of the Court for preparation of court documents.
- Set matters for hearings, and ensure daily court lists are prepared and updated.
- Scheduling of court clerks for judges’ chambers, master’s chambers and family law chambers, including special applications.

- Provide accurate procedural advice in response to inquiries from public.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.
- Sign documents for the Clerk of the Court.
- Assess Bills of Costs (Party/Party and Solicitor /Client).
- Act as a Commissioner for Oaths.
- Exercise delegated authority as Deputy Clerk of the Court, Justice of the Peace, and Commissioner for Oaths, as applicable.

DESW AB12640	Job Title	Classification	Schedule
1	Adoptions/ Divorce Supervisor	Senior Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter, fax, digital or email adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Follow directions of the Court for preparation of court documents.
- Set matters for hearings, and ensure daily court lists are prepared and distributed.
- Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications.
- Provide accurate procedural advice in response to inquiries from public.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear
- Sign documents for the Clerk of the Court.
- Assess Bills of Costs (Party/Party and Solicitor /Client).
- Exercise delegated authority as Deputy Clerk of the Court, Justice of the Peace, and Commissioner for Oaths, as applicable.

DESW AB12641	Job Title	Classification	Schedule
1	Civil FDS Supervisor	Senior Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter, fax, digital or email adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Follow directions of the Court for preparation of court documents.
- Set matters for hearings, and ensure daily court lists are prepared and distributed
- Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications.
- Provide accurate procedural advice in response to inquiries from public.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.

- Sign documents for the Clerk of the Court.
- Assess Bills of Costs (Party/Party and Solicitor /Client).
- Exercise delegated authority as Deputy Clerk of the Court, Justice of the Peace, and Commissioner for Oaths, as applicable.

DESW AB12642	Job Title	Classification	Schedule
1	Administrative Assistant	Administrative Support 5	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Provide program support for Criminal Jury Summons
- Provide assistance to KB Surrogate section
- Provide assistance to KB Accounting section
- Coordinate statistics which are required to be maintained in King's Bench Operations
- Processing returned jury summonses, opening bail files in criminal, completing certificates for divorce.

DESW AB12643	Job Title	Classification	Schedule
2	Administrator	Administrator 2	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- This position is delegated authority to perform duties as a Deputy Clerk of the Court for Court of King's Bench and is appointed as a Commissioner of Oaths with financial authority (as required).
- Signing of Divorce Certificates that require authority for out of Country.
- Swearing affidavits.
- Performing duties as Deputy Sheriff as required.
- Performing Exhibit Audits as required
- Signing and authorization criminal documentation as required.
- Signing of all other documentation within Court of King's Bench Administration as delegated with proper authorization.
- This position signs court Orders on behalf of the Deputy Clerk of the Court.

DESW AB12644	Job Title	Classification	Schedule
1	Program Support Coordinator	Administrative Support 5	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Responds to jury summons inquiries and enters information into CASES.
- Prepares and sends appropriate documentation to jurors that have been excused from jury duty as per the Jury Act.

- Maintain a current filing system for bringing matters forward in order to meet time-sensitive deadlines.
- Assists in entering Civil matters into CASES.
- Produce and distribute completed documentation after adjudication.
- Provides highly personal and confidential administrative services.
- Follows processes and procedures set out in the Wills and Succession Act, Surrogate Rules, Family Law Act, Alberta Rules of court and other pertinent legislation.
- Respond effectively with discretion and sound judgement, to all inquiries on accounting matters, whether in person, via email or on the telephone.
- Perform the duties of a cashier.
- Sort incoming mail.
- Coordinate statistics which are required to be maintain by the program.
- Provide backup and cover off assistance for Executive Directors administrative support duties when required.

DESW AB12645	Job Title	Classification	Schedule
1	Program Advisor	Program Support 3	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Address all support inquiries for the Surrogate Digital Service, Civil Filing Digital Service, Family/Divorce Filing Digital Service, and other digital services, including users (Albertans or their lawyers) being unable to electronically file, and addressing issues with the documents in the service. The court has mandated the use of these digital services for users, including the legal community, to file documents with the court.
- Coordinate issue resolution from court staff, the judiciary and judicial staff to ensure continued access to these digital systems, and to ensure documents can be reviewed for filing and accessed for court hearings.
- Coordinate resolution of service disruptions, fix critical bugs that impact the service or prevent it from being operational.
- Work directly with Service Alberta developers on reviewing system issues, testing and ensuring the services are operational.

LOCATION: FORT MCMURRAY COURT HOUSE

Address: 9700 Franklin Avenue, Fort McMurray, AB

DESW AB12646	Job Title	Classification	Schedule
1	King's Bench Supervisor	Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter, fax, email and digital filing adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.

- Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc.
- Set matters for hearings, and ensure daily court lists are prepared and distributed.
- Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications.
- Facilitate Webex and Remote technology services.
- Provide accurate procedural advice in response to inquiries from public.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.
- Oversee all administrative matters relating to the civil, family and criminal court process, including arraignments, bail reviews, summary conviction appeals, juries, bail forfeitures, and trials deemed to be highly sensitive and complex in nature.
- Exercise delegated authority as Deputy Clerk of the Court, Deputy Sheriff (Jury Act), Justice of the Peace, and Commissioner for Oaths, as applicable.
- Assess Bills of Costs (Party/Party and Solicitor /Client).
- Complete daily and monthly accounting and balancing duties.

DESW AB12647	Job Title	Classification	Schedule
1	Senior Judicial Clerk	Senior Judicial Clerk	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter, fax, e-filing and Digital filing adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings) Facilitate Webex and Remote technology services.
- Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc.
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary, court coordinator and parties.
- Provision of information to public.
- Perform searches and provide copies of documents, including document certification as required.
- Provide procedural information.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths/Justice of the Peace Duties.
- Process and distribute of documents.

DESW AB12648	Job Title	Classification	Schedule
3	Judicial Clerk	Judicial Clerk	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensure documents filed at court counter, fax, email or digital filing adhere to the Alberta Rules of Court, applicable legislation, and judicial direction. • Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings). • Facilitate Webex and Remote technology services. • Ensure accuracy of the court record (endorsements & FTR). • Review and prepare documentation for judiciary, <u>court coordinator</u> and parties. • Provide information to public, including procedural information. • Perform searches and provide copies of documents, including document certification as required. • Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN. • Receive, examine, enter, file, issue and distribute court documents. • Assess fees, collection of monies payable to court, issuance of receipts. • Act as Commissioner for Oaths. 			

DESW AB12649	Job Title	Classification	Schedule
3*	Regional Jury Officer	Administrative Support 4	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Escort the potential panel (once selected) to a selected location and obtain required contact information. • Provide relevant information as it pertains to the trial including date, time etc. • Keep a report of events related to the jury as per established policies and procedures. • Ensure that jurors only discuss the case after they have been instructed, and among themselves when all 12 jurors are present in the jury room and the doors are closed. • Assist jury members in an emergency evacuation to a safe and secure location. • Communicate effectively with the court clerk, as they are the Jury Officer's contact for all required communication with the Justice. The court clerk must be notified immediately of any questions or irregular situations. • Escort the jury panel outside of the building, as required, and ensure distance from any interested or relevant parties. • Be vigilant of any subtle cues directed to members of the jury, and bring any incidents to the attention of the court clerk immediately. • Maintain records as requested in a confidential manner, and in a secure location. <p>* These positions are only required during jury selection and jury trials, including set up, take down, and potential overnight coverage (if a jury is sequestered). Availability of jury officers is confirmed 4-6 weeks prior to the selection/trial date.</p>			

LOCATION: GRANDE PRAIRIE

Address: 10260 – 99 Street, Grande Prairie, AB

DESW AB12650	Job Title	Classification	Schedule
1	King's Bench Supervisor	Senior Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter, fax, email and digital filing adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc.
- Set matters for hearings, and ensure daily court lists are prepared and distributed.
- Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications - Facilitate Webex and Remote technology services.
- Provide accurate procedural advice in response to inquiries from public.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.
- Oversee all administrative matters relating to the civil, family and criminal court process, including arraignments, bail reviews, summary conviction appeals, juries, bail forfeitures, and trials deemed to be highly sensitive and complex in nature.
- Exercise delegated authority as Deputy Clerk of the Court, Deputy Sheriff (*Jury Act*), Justice of the Peace, and Commissioner for Oaths, as applicable.
- Assess Bills of Costs (Party/Party and Solicitor /Client).
- Complete daily and monthly accounting and balancing duties.

DESW AB12651	Job Title	Classification	Schedule
4	Senior Judicial Clerk	Senior Judicial Clerk	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter, fax, efile and Digital filing adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings) Facilitate Webex and Remote technology services.
- Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc.
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary, court coordinator and parties
- Provision of information to public.
- Perform searches and provide copies of documents, including document certification as required.
- Provide procedural information.

- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths/Justice of the Peace Duties.
- Process and distribute of documents.

DESW	Job Title	Classification	Schedule
AB12652			
4	Judicial Clerk	Judicial Clerk	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter, fax, email or digital filing adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Facilitate Webex and Remote technology services.
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary, court coordinator and parties.
- Provide information to public, including procedural information.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.

DESW	Job Title	Classification	Schedule
AB12653			
1*	Regional Jury Officer	Administrative Support 4	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Escort the potential panel (once selected) to a selected location and obtain required contact information.
- Provide relevant information as it pertains to the trial including date, time etc.
- Keep a report of events related to the jury as per established policies and procedures.
- Ensure that jurors only discuss the case after they have been instructed, and among themselves when all 12 jurors are present in the jury room and the doors are closed.
- Assist jury members in an emergency evacuation to a safe and secure location.
- Communicate effectively with the court clerk, as they are the Jury Officer’s contact for all required communication with the Justice. The court clerk must be notified immediately of any questions or irregular situations.

- Escort the jury panel outside of the building, as required, and ensure distance from any interested or relevant parties.
 - Be vigilant of any subtle cues directed to members of the jury, and bring any incidents to the attention of the court clerk immediately.
 - Maintain records as requested in a confidential manner, and in a secure location.
- *These positions are only required during jury selection and jury trials, including set up, take down, and potential overnight coverage (if a jury is sequestered). Availability of jury officers is confirmed 4-6 weeks prior to the selection/trial date.**

LOCATION: LETHBRIDGE, COURT HOUSE

Address: Main Floor, 320-4 Street South, Lethbridge, AB

DESW AB12654	Job Title	Classification	Schedule
1	Senior Deputy Clerk	Senior Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensure documents filed at court counter, fax, email and digital filing adhere to the Alberta Rules of Court, applicable legislation, and judicial direction. • Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc. • Set matters for hearings, and ensure daily court lists are prepared and distributed. • Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications. • Facilitate Webex and Remote technology services. • Provide accurate procedural advice in response to inquiries from public. • Receive, examine, enter, file, issue and distribute court documents. • Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear. • Oversee all administrative matters relating to the civil, family and criminal court process, including arraignments, bail reviews, summary conviction appeals, juries, bail forfeitures, and trials deemed to be highly sensitive and complex in nature. • Exercise delegated authority as Deputy Clerk of the Court, Deputy Sheriff (<i>Jury Act</i>), Justice of the Peace, and Commissioner for Oaths, as applicable. • Assess Bills of Costs (Party/Party and Solicitor /Client). • Complete daily and monthly accounting and balancing duties. 			

DESW AB12655	Job Title	Classification	Schedule
3	Senior Judicial Clerk	Senior Judicial Clerk	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensure documents filed at court counter, fax or email adhere to the Alberta Rules of Court, applicable legislation, and judicial direction. 			

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary and parties.
- Provide information to public.
- Perform searches and provide copies of documents, including document certification as required.
- Provide procedural information.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.
- Process and distribute of documents.

DESW	Job Title	Classification	Schedule
AB12656			
3	Judicial Clerk	Judicial Clerk	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter, fax or email adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary and parties.
- Provide information to public, including procedural information.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.

DESW	Job Title	Classification	Schedule
AB12657			
3*	Regional Jury Officer	Administrative Support 4	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Escort the potential panel (once selected) to a selected location and obtain required contact information.
- Provide relevant information as it pertains to the trial including date, time etc.
- Keep a report of events related to the jury as per established policies and procedures.

- Ensure that jurors only discuss the case after they have been instructed, and among themselves when all 12 jurors are present in the jury room and the doors are closed.
- Assist jury members in an emergency evacuation to a safe and secure location.
- Communicate effectively with the court clerk, as they are the Jury Officer's contact for all required communication with the Justice. The court clerk must be notified immediately of any questions or irregular situations.
- Escort the jury panel outside of the building, as required, and ensure distance from any interested or relevant parties.
- Be vigilant of any subtle cues directed to members of the jury, and bring any incidents to the attention of the court clerk immediately.
- Maintain records as requested in a confidential manner, and in a secure location.

***These positions are only required during jury selection and jury trials, including set up, take down, and potential overnight coverage (if a jury is sequestered). Availability of jury officers is confirmed 4-6 weeks prior to the selection/trial date.**

LOCATION: MEDICINE HAT

Address: 460 First Street SE, Medicine Hat, AB

DESW AB12658	Job Title	Classification	Schedule
1	Senior Deputy Clerk	Senior Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter, fax, email and digital filing adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc.
- Set matters for hearings, and ensure daily court lists are prepared and distributed.
- Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications - Facilitate Webex and Remote technology services.
- Provide accurate procedural advice in response to inquiries from public.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.
- Oversee all administrative matters relating to the civil, family and criminal court process, including arraignments, bail reviews, summary conviction appeals, juries, bail forfeitures, and trials deemed to be highly sensitive and complex in nature.
- Exercise delegated authority as Deputy Clerk of the Court, Deputy Sheriff (*Jury Act*), Justice of the Peace, and Commissioner for Oaths, as applicable.
- Assess Bills of Costs (Party/Party and Solicitor /Client).
- Complete daily and monthly accounting and balancing duties.

DESW AB12659	Job Title	Classification	Schedule
3	Senior Judicial Clerk	Senior Judicial Clerk	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensure documents filed at court counter, fax, efilng and Digital filing adhere to the Alberta Rules of Court, applicable legislation, and judicial direction. • Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings) Facilitate Webex and Remote technology services. • Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc. • Ensure accuracy of the court record (endorsements & FTR). • Review and prepare documentation for judiciary, court coordinator and parties. • Provision of information to public. • Perform searches and provide copies of documents, including document certification as required. • Provide procedural information. • Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN. • Receive, examine, enter, file, issue and distribute court documents. • Assess fees, collection of monies payable to court, issuance of receipts. • Act as Commissioner for Oaths/Justice of the Peace Duties. • Process and distribute of documents. 			

DESW AB12660	Job Title	Classification	Schedule
3*	Regional Jury Officer	Administrative Support 4	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Escort the potential panel (once selected) to a selected location and obtain required contact information. • Provide relevant information as it pertains to the trial including date, time etc. • Keep a report of events related to the jury as per established policies and procedures. • Ensure that jurors only discuss the case after they have been instructed, and among themselves when all 12 jurors are present in the jury room and the doors are closed. • Assist jury members in an emergency evacuation to a safe and secure location. • Communicate effectively with the court clerk, as they are the Jury Officer's contact for all required communication with the Justice. The court clerk must be notified immediately of any questions or irregular situations. • Escort the jury panel outside of the building, as required, and ensure distance from any interested or relevant parties. • Be vigilant of any subtle cues directed to members of the jury, and bring any incidents to the attention of the court clerk immediately. 			

- Maintain records as requested in a confidential manner, and in a secure location.
- *These positions are only required during jury selection and jury trials, including set up, take down, and potential overnight coverage (if a jury is sequestered). Availability of jury officers is confirmed 4-6 weeks prior to the selection/trial date.**

LOCATION: PEACE RIVER, COURT HOUSE

Address: 9905 – 97 Avenue, Peace River, AB

DESW AB12661	Job Title	Classification	Schedule
1	King's Bench Supervisor	Senior Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter, fax, email and digital filing adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc.
- Set matters for hearings, and ensure daily court lists are prepared and distributed.
- Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications - Facilitate Webex and Remote technology services.
- Provide accurate procedural advice in response to inquiries from public.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.
- Oversee all administrative matters relating to the civil, family and criminal court process, including arraignments, bail reviews, summary conviction appeals, juries, bail forfeitures, and trials deemed to be highly sensitive and complex in nature.
- Exercise delegated authority as Deputy Clerk of the Court, Deputy Sheriff (*Jury Act*), Justice of the Peace, and Commissioner for Oaths, as applicable.
- Assess Bills of Costs (Party/Party and Solicitor /Client).
- Complete daily and monthly accounting and balancing duties.

DESW AB12662	Job Title	Classification	Schedule
4	Senior Judicial Clerk/ Judicial Clerk	Senior Judicial Clerk/ Judicial Clerk	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter, fax or email adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary and parties.

- Provision of information to public, including procedural information.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.

DESW AB12663	Job Title	Classification	Schedule
1	Data Entry Clerk (Records/Procedure Control)	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Creation and maintenance of court record, accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN, and recording of results (Chambers/trials, etc.). • Service to customers accessing court documents/access to court files/provide information to creditors/answering procedural questions. 			

DESW AB12664	Job Title	Classification	Schedule
3*	Regional Jury Officer	Administrative Support 4	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Escort the potential panel (once selected) to a selected location and obtain required contact information. • Provide relevant information as it pertains to the trial including date, time etc. • Keep a report of events related to the jury as per established policies and procedures. • Ensure that jurors only discuss the case after they have been instructed, and among themselves when all 12 jurors are present in the jury room and the doors are closed. • Assist jury members in an emergency evacuation to a safe and secure location. • Communicate effectively with the court clerk, as they are the Jury Officer's contact for all required communication with the Justice. The court clerk must be notified immediately of any questions or irregular situations. • Escort the jury panel outside of the building, as required, and ensure distance from any interested or relevant parties. • Be vigilant of any subtle cues directed to members of the jury, and bring any incidents to the attention of the court clerk immediately. • Maintain records as requested in a confidential manner, and in a secure location. <p>*These positions are only required during jury selection and jury trials, including set up, take down, and potential overnight coverage (if a jury is sequestered). Availability of jury officers is confirmed 4-6 weeks prior to the selection/trial date.</p>			

LOCATION: RED DEER, COURT HOUSE

Address: 4909 – 48 Avenue, Red Deer, AB

DESW AB12665	Job Title	Classification	Schedule
1	Counter Supervisor	Senior Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Ensure documents filed at court counter, fax, digital or email adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.• Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc.• Set matters for hearings, and ensure daily court lists are prepared and distributed.• Scheduling of court clerks for trials, judges' chambers, master's chambers and family law chambers, including special applications.• Facilitate Webex and Remote technology services.• Provide accurate procedural advice in response to inquiries from public.• Receive, examine, enter, file, issue and distribute court documents.• Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.• Oversee all administrative matters relating to the civil, family and criminal court process, including arraignments, bail reviews, summary conviction appeals, juries, bail forfeitures, and trials deemed to be highly sensitive and complex in nature.• Exercise delegated authority as Deputy Clerk of the Court, Deputy Sheriff (Jury Act), Justice of the Peace, and Commissioner for Oaths, as applicable.• Assess Bills of Costs (Party/Party and Solicitor /Client).			

DESW AB12666	Job Title	Classification	Schedule
1	Court Supervisor	Senior Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Ensure documents filed at court counter, fax, email and digital filing adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.• Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc.• Set matters for hearings, and ensure daily court lists are prepared and distributed.• Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications.• Facilitate Webex and Remote technology services.• Provide accurate procedural advice in response to inquiries from public.• Receive, examine, enter, file, issue and distribute court documents.• Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.• Oversee all administrative matters relating to the civil, family and criminal court process, including arraignments, bail reviews, summary conviction appeals, juries, bail forfeitures, and trials deemed to be highly sensitive and complex in nature.			

- Exercise delegated authority as Deputy Clerk of the Court, Deputy Sheriff (*Jury Act*), Justice of the Peace, and Commissioner for Oaths, as applicable.
- Assess Bills of Costs (Party/Party and Solicitor /Client).
- Complete daily and monthly accounting and balancing duties.

DESW AB12667	Job Title	Classification	Schedule
5	Senior Judicial Clerk	Senior Judicial Clerk	Monday - Friday 8:15 am - 4:30 pm (part time employees and current schedules to be identified on eligibility list)

Essential Service Work Functions

- Ensure documents filed at court counter, fax, digital or email adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary and parties.
- Provision of information to public, including procedural information.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.
- Process and distribute of documents.

DESW AB12668	Job Title	Classification	Schedule
3	Judicial Clerk	Judicial Clerk	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter, fax, digital or email adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary and parties.
- Provision of information to public, including procedural information.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.

- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.

DESW AB12669	Job Title	Classification	Schedule
3*	Regional Jury Officer	Administrative Support 4	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Escort the potential panel (once selected) to a selected location and obtain required contact information.
- Provide relevant information as it pertains to the trial including date, time etc.
- Keep a report of events related to the jury as per established policies and procedures.
- Ensure that jurors only discuss the case after they have been instructed, and among themselves when all 12 jurors are present in the jury room and the doors are closed.
- Assist jury members in an emergency evacuation to a safe and secure location.
- Communicate effectively with the court clerk, as they are the Jury Officer's contact for all required communication with the Justice. The court clerk must be notified immediately of any questions or irregular situations.
- Escort the jury panel outside of the building, as required, and ensure distance from any interested or relevant parties.
- Be vigilant of any subtle cues directed to members of the jury, and bring any incidents to the attention of the court clerk immediately.
- Maintain records as requested in a confidential manner, and in a secure location.

***These positions are only required during jury selection and jury trials, including set up, take down, and potential overnight coverage (if a jury is sequestered). Availability of jury officers is confirmed 4-6 weeks prior to the selection/trial date.**

LOCATION: ST. PAUL COURT HOUSE

Address: Main Floor, 4704 – 50 Street, St. Paul, AB

DESW AB12670	Job Title	Classification	Schedule
1	King's Bench Supervisor	Senior Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter, fax, email and digital filing adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc.
- Set matters for hearings, and ensure daily court lists are prepared and distributed.
- Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications.
- Facilitate Webex and Remote technology services.

- Provide accurate procedural advice in response to inquiries from public.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.
- Oversee all administrative matters relating to the civil, family and criminal court process, including arraignments, bail reviews, summary conviction appeals, juries, bail forfeitures, and trials deemed to be highly sensitive and complex in nature.
- Exercise delegated authority as Deputy Clerk of the Court, Deputy Sheriff (*Jury Act*), Justice of the Peace, and Commissioner for Oaths, as applicable.
- Assess Bills of Costs (Party/Party and Solicitor /Client).
- Complete daily and monthly accounting and balancing duties.

DESW	Job Title	Classification	Schedule
AB12671			
2	Senior Judicial Clerk	Senior Judicial Clerk	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter, fax or email adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary and parties.
- Provision of information to public, including procedural information.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.

DESW	Job Title	Classification	Schedule
AB12672			
3	Judicial Clerk	Judicial Clerk	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter, fax, email or digital filing adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Facilitate Webex and Remote technology services.
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary, court coordinator and parties.
- Provide information to public, including procedural information.

- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.

DESW AB12673	Job Title	Classification	Schedule
2*	Regional Jury Officer	Administrative Support 4	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Escort the potential panel (once selected) to a selected location and obtain required contact information.
 - Provide relevant information as it pertains to the trial including date, time etc.
 - Keep a report of events related to the jury as per established policies and procedures.
 - Ensure that jurors only discuss the case after they have been instructed, and among themselves when all 12 jurors are present in the jury room and the doors are closed.
 - Assist jury members in an emergency evacuation to a safe and secure location.
 - Communicate effectively with the court clerk, as they are the Jury Officer's contact for all required communication with the Justice. The court clerk must be notified immediately of any questions or irregular situations.
 - Escort the jury panel outside of the building, as required, and ensure distance from any interested or relevant parties.
 - Be vigilant of any subtle cues directed to members of the jury, and bring any incidents to the attention of the court clerk immediately.
 - Maintain records as requested in a confidential manner, and in a secure location.
- *These positions are only required during jury selection and jury trials, including set up, take down, and potential overnight coverage (if a jury is sequestered). Availability of jury officers is confirmed 4-6 weeks prior to the selection/trial date.**

LOCATION: WETASKIWIN COURT HOUSE

Address: Main Floor, 4704 – 50 Street, Wetaskiwin, AB

DESW AB12674	Job Title	Classification	Schedule
1	Senior Deputy Clerk	Senior Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter, fax, email and digital filing adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.

- Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc.
- Set matters for hearings, and ensure daily court lists are prepared and distributed.
- Scheduling of court clerks for judges' chambers, master's chambers and family law chambers, including special applications - Facilitate Webex and Remote technology services.
- Provide accurate procedural advice in response to inquiries from public.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.
- Oversee all administrative matters relating to the civil, family and criminal court process, including arraignments, bail reviews, summary conviction appeals, juries, bail forfeitures, and trials deemed to be highly sensitive and complex in nature.
- Exercise delegated authority as Deputy Clerk of the Court, Deputy Sheriff (*Jury Act*), Justice of the Peace, and Commissioner for Oaths, as applicable.
- Assess Bills of Costs (Party/Party and Solicitor /Client).
- Complete daily and monthly accounting and balancing duties.

DESW AB12675	Job Title	Classification	Schedule
5	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter, fax or email adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary and parties.
- Provision of information to public, including procedural information.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.

DESW AB12676	Job Title	Classification	Schedule
3*	Regional Jury Officer	Administrative Support 4	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Escort the potential panel (once selected) to a selected location and obtain required contact information.

- Provide relevant information as it pertains to the trial including date, time etc.
 - Keep a report of events related to the jury as per established policies and procedures.
 - Ensure that jurors only discuss the case after they have been instructed, and among themselves when all 12 jurors are present in the jury room and the doors are closed.
 - Assist jury members in an emergency evacuation to a safe and secure location.
 - Communicate effectively with the court clerk, as they are the Jury Officer's contact for all required communication with the Justice. The court clerk must be notified immediately of any questions or irregular situations.
 - Escort the jury panel outside of the building, as required, and ensure distance from any interested or relevant parties.
 - Be vigilant of any subtle cues directed to members of the jury, and bring any incidents to the attention of the court clerk immediately.
 - Maintain records as requested in a confidential manner, and in a secure location.
- *These positions are only required during jury selection and jury trials, including set up, take down, and potential overnight coverage (if a jury is sequestered). Availability of jury officers is confirmed 4-6 weeks prior to the selection/trial date.**

Court of King's Bench Judicial

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	33
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	11
Total number of bargaining unit members required fulfill DESW positions during essential services operations	56
Total number required to support the essential service operations	100

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

Note: Administrative functions will be performed to ensure unimpeded and uninhibited access to the courts. There may be a need to prioritize functions based on the schedule of the courts and therefore some work functions may be delayed or suspended based on operational requirements.

LOCATION: CALGARY COURT CENTRE

Address: 601-5 Street SW, Calgary, AB

DESW AB12677	Job Title	Classification	Schedule
8	Court Coordinator	Administration 2	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Co-ordinates, schedules, monitors, and manages various types of court matters through case management and pre-trial coordinating as well as assessing, negotiating, coordinating, assigning and monitoring matters.• Liaises with the judiciary, court administration, lawyers, self-represented litigants, court and program staff, government agencies and the public.• This position bears directly upon the Court's function of conducting hearings.• Book all matters into courtrooms and before judges during regular sitting hours.			

DESW AB12678	Job Title	Classification	Schedule
2	Judicial Assistant Team Lead	Legal Administration 3	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Responsible for assignment, control, organization and overall administration of judicial assistants.• Provides administrative support to the justices.• Prepares and formats judicial decisions to ensure stakeholders receive judgments in an effective and timely manner.• Manages all procedural requirements related to case management, judicial dispute resolution and pre-trial conferences.			

DESW AB12679	Job Title	Classification	Schedule
15	Judicial Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Provides administrative support to the justices.• Booking of matters into judges' calendars, in particular urgent or time sensitive matters.• Booking case management meeting outside regular sitting hours.• Make judges' travel arrangements, in particular for circuiting.• Typing, formatting of Reasons for Judgment.• Communicating directly with litigants and their lawyers.			

LOCATION: EDMONTON LAW COURTS BUILDING

Address: 6th floor South, 1 A Churchill Square, Edmonton, AB

DESW AB12680	Job Title	Classification	Schedule
6	Court Coordinator	Administration 2	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Co-ordinates, schedules, monitors, and manages various types of court matters through case management and pre-trial coordinating as well as assessing, negotiating, coordinating, assigning and monitoring matters.• Liaises with the judiciary, court administration, lawyers, self-represented litigants, court and program staff, government agencies and the public.• Court Coordinators book all matters into courtrooms and before judges during regular sitting hours.• This position bears directly upon the Court's function of conducting hearings.• Book all matters into courtrooms and before judges.			

DESW AB12681	Job Title	Classification	Schedule
16	Judicial Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Provides administrative support to the Justices and Review and Assessment Officers.• Make judges' travel arrangements, in particular for circuiting.• Typing, formatting of Reasons for Judgment.• Communicating directly with litigants, lawyers and other internal and external stakeholders.• Includes assistant to Applications Judges.			

DESW AB12682	Job Title	Classification	Schedule
1	Assistant to Court Coordinators	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Provides administrative assistance to all Court Coordinators.• Create and maintain court record, recording of results (Chambers/trials, etc.).• Data entry into court's management systems (CASES, KBSS).• Prepares and circulates the court's daily lists.• Distributes judicial desk work.• Prepares and distributes weekly assignment memos.			

LOCATION: LETHBRIDGE COURTHOUSE

Address: Main Floor, 320-4 Street South, Lethbridge, AB

DESW AB12683	Job Title	Classification	Schedule
2	Trial Coordinator	Administration 2	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Co-ordinates, schedules, monitors, and manages various types of court matters through case management and pre-trial coordinating as well as assessing, negotiating, coordinating, assigning and monitoring matters.• Liaises with the judiciary, court administration, lawyers, self-represented litigants, court and program staff, government agencies and the public.• This position bears directly upon the Court's function of conducting hearings.• Book all matters into courtrooms and before judges.			

DESW AB12684	Job Title	Classification	Schedule
2	Judicial Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Provides administrative support to the justices.• Make judges' travel arrangements, in particular for circuiting.• Typing, formatting of Reasons for Judgment.• Communicating directly with litigants and their lawyers, external and internal stakeholders.			

LOCATION: RED DEER COURTHOUSE

Address: Main Floor, 4909- 48 Avenue

DESW AB12685	Job Title	Classification	Schedule
1	Court Coordinator	Administration 2	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Co-ordinates, schedules, monitors, and manages various types of court matters through case management and pre-trial coordinating as well as assessing, negotiating, coordinating, assigning and monitoring matters.• Liaises with the judiciary, court administration, lawyers, self-represented litigants, court and program staff, government agencies and the public.• This position bears directly upon the Court's function of conducting hearings.• Court Coordinators book all matters into courtrooms and before judges.			

DESW AB12686	Job Title	Classification	Schedule
2	Judicial Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provides administrative support to the justices. • Make judges' travel arrangements, in particular for circuiting. • Typing, formatting of Reasons for Judgment. • Communicating directly with litigants, lawyers and other internal and external stakeholders. 			

LOCATION: GRANDE PRAIRIE COURTHOUSE

Address: Second Floor, 10260 - 99 Street

DESW AB12687	Job Title	Classification	Schedule
1	Judicial Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provides administrative support to the justices. • Make judges' travel arrangements, in particular for circuiting. • Typing, formatting of Reasons for Judgment. • Communicating directly with litigants and their lawyers, external and internal stakeholders. 			

Court of Justice Operations

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	25
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	463
Total number required to support the essential service operations	488

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

Note: Administrative functions will be performed to ensure unimpeded and uninhibited access to the courts. There may be a need to prioritize functions based on the schedule of the courts and therefore some work functions may be delayed or suspended based on operational requirements.

DISTRICT 1

Court of Justice Civil (Edmonton)

LOCATION: EDMONTON LAW COURTS

Address: 1A Churchill Square 1st Floor North, Edmonton, AB

DESW AB12688	Job Title	Classification	Schedule
1	Court Administrator	Administration 2	Monday - Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Provides supervision of administrative staff and oversees the preparation and filing of all legal documents and financial activity in connection with this court.• Provide information to the Judiciary, litigants, legal counsel, agents, and other internal and external stakeholders. Provide accurate procedural advice in response to inquiries from public.• Reviews and monitors files for data entry accuracy and quality control in compliance with established procedures.• Reviews and monitors all financial activity in relation to receipt and disbursement of monies.• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.• Follow directions of the Court for preparation of court documents.• Set matters for hearings, and ensure daily court lists are prepared and distributed.• Scheduling of judicial clerks for courtroom.• Receive, examine, enter, file, issue and distribute court documents.• Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.			

DESW AB12689	Job Title	Classification	Schedule
2	Deputy Clerk	Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Provides supervision of administrative staff and oversees the preparation and filing of all legal documents and financial activity in connection with this court.• Provides effective liaison between the Judiciary, litigants, legal counsel, agents, and other internal and external stakeholders. Provide accurate procedural advice in response to inquiries from public.• Reviews and monitors files for data entry accuracy and quality control in compliance with established procedures.• Reviews and monitors all financial activity in relation to receipt and disbursement of monies.• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.• Follow directions of the Court for preparation of court documents.• Set matters for hearings, and ensure daily court lists are prepared and distributed.• Scheduling of judicial clerks for courtroom.• Receive, examine, enter, file, issue and distribute court documents.			

- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.

DESW AB12690	Job Title	Classification	Schedule
7	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday - Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary and parties.
- Provision of information to public, including procedural information.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.
- Process and distribute of documents.

DESW AB12691	Job Title	Classification	Schedule
1	Data/Records Clerk	Administrative Support 3	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Data entry of files and endorsements from courtrooms.
- Entering of information necessary to prepare court orders and certificates of judgment
- Answer telephone inquiries.
- Data entry duties. Accurate selection and entry of document/hearing activity codes, financial information and other data into CASES.

Court of Justice Criminal (Edmonton)

DESW AB12692	Job Title	Classification	Schedule
2	Court Administrator	Administration 2	Monday - Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Provides Supervision of Administrative staff and oversees the preparation and filing of all legal documents and financial activity in connection with this court.
- Provides effective liaison between the Judiciary, Crown, Defence Counsel, the Remand Centre and other interface agencies.
- Reviews and monitors files for data entry accuracy and quality control in compliance with established procedures.
- Reviews and monitors all financial activity in relation to receipt and disbursement of monies
- Monitors expenditures and prepares the monthly variance report.
- Investigates and prepares appropriate reports for senior management on complaints that may have potential for civil liability.

DESW	Job Title	Classification	Schedule
AB12693			
1	Interpreter Coordinator	Legal Admin 3	Monday - Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Liaises with court offices for scheduling and cancellation of court-ordered Interpreters.
- Regularly monitors all court-ordered Interpreter requests received from court offices, ensuring timely delivery of service.
- Engages all court-ordered Interpreters for proceedings within the Court of Appeal, Court of Queen’s Bench and Provincial Court of Alberta, pursuant to the Fees and Expenses for Witnesses and Interpreters Regulation AR 123/1984.
- Locates interpreters from other jurisdictions when there is no qualified interpreter available in the assigned court location and oversees their placement.

DESW	Job Title	Classification	Schedule
AB12694			
1	Supervisor – Search Warrant/Finished Filing	Deputy Clerk	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Oversee the production, processing, and control of all warrants issued from the court, including warrants for arrest, witness warrants, warrants upon conviction, fine option vouchers and time served entries from correctional institutions.
- Oversee the file control of all completed and future files for this area.
- Ensure documents filed or issued at court counter adhere to applicable legislation and judicial direction.
- Review and prepare documentation for judiciary and parties.
- Exercise authority as clerk of the court, non-presiding justice of the peace, and Commissioner for Oaths, as applicable.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.
- Receive, examine, enter, file, issue and distribute court documents.

DESW AB12695	Job Title	Classification	Schedule
1	Search Warrant Coordinator Backup	Senior Judicial Clerk / Judicial Clerk	Monday - Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Oversee the production, processing, and control of all warrants issued from the court, including warrants for arrest, witness warrants, warrants upon conviction, fine option vouchers and time served entries from correctional institutions. • Oversee the file control of all completed and future files for this area. • Ensure documents filed or issued at court counter adhere to applicable legislation and judicial direction. • Review and prepare documentation for judiciary and parties. • Exercise authority as clerk of the court, non-presiding justice of the peace, and Commissioner for Oaths, as applicable. • Perform searches and provide copies of documents, including document certification as required. • Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN. • Receive, examine, enter, file, issue and distribute court documents. 			

DESW AB12696	Job Title	Classification	Schedule
2	Record Suspension/ Concluded File Clerk	Administrative Support 4	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Data entry of files and endorsements from courtrooms, Justice of the Peace and Hearing Office. • Entering of information necessary to prepare warrants, release documents and all other court orders/documents, and distribution of same. • Answer telephone inquiries. • Data entry duties. • Processing of pardon applications, certificates of conviction, and activity related to the filing, retrieval and control of these files. • File control activities for all completed and future files for this area. • Ensure documents filed or issued at court counter adhere to applicable legislation and judicial direction. • Review and prepare documentation for judiciary and parties. • Perform searches and provide copies of documents, including document certification as required. 			

DESW AB12697	Job Title	Classification	Schedule
1	Team Lead – Documentation/Accounting	Senior Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Oversee the processing and disbursement of all monies received for payment of fines, bail, restitution, search fees, witness and interpreter expenses, etc. in accordance with established policies and procedures. • Daily reconciliation of monies processed through the court, ensuring financial transactions are accounted for and balanced. • Review of financial reports for accuracy, and disbursement of monies for restitution, bail refunds, overpayment of fines, etc. ensuring all applicable policies are adhered to. • Data entry functions and filing of documents. • Oversee the preparation and filing of all legal documents in connection with this court (convictions, warrants, summonses, informations, certificates, SOIRA orders, applications, etc.). • Oversee the processing of pardon applications, certificates of conviction, and activity related to the filing, retrieval and control of these files, as applicable. 			

DESW AB12698	Job Title	Classification	Schedule
2	Assistant Supervisor	Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensure documents filed at court counter adhere to applicable legislation and judicial direction. • Ensure accuracy of the court record (endorsements & FTR). • Review and prepare documentation for judiciary and parties. • Delegated duties on behalf of the Judiciary (i.e. Extension of TTP consideration, DNA, SOIRA, Order to Procure Attendance, handling all non-contested first appearances for criminal matters outside of the courtroom). • Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies). • Duties as non-presiding justice of the peace (e.g. issuance of process, swearing of Informations), if applicable. • Perform searches and provide copies of documents, including document certification as required. • Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN. • Receive, examine, enter, file, issue and distribute court documents. • Release on court orders. • Assess fees, collection of monies payable to court, issuance of receipts. • Act as Commissioner for Oaths. 			

DESW AB12699	Job Title	Classification	Schedule
1	Signing Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensure documents filed at court counter adhere to applicable legislation and judicial direction. • Ensure accuracy of the court record (endorsements & FTR). • Review and prepare documentation for judiciary and parties. • Delegated duties on behalf of the Judiciary (i.e. Extension of TTP consideration, DNA, SOIRA, Order to Procure Attendance, handling all non-contested first appearances for criminal matters outside of the courtroom). • Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies). • Duties as non-presiding justice of the peace (e.g. issuance of process, swearing of Informations), if applicable. • Perform searches and provide copies of documents, including document certification as required. • Data entry – Accurate selection and entry of document/hearing activity codes and data into JOIN. • Receive, examine, enter, file, issue and distribute court documents. • Release on court orders. • Assess fees, collection of monies payable to court, issuance of receipts. • Act as Commissioner for Oaths. 			

DESW AB12700	Job Title	Classification	Schedule
1	Accounting Clerk	Administrative Support 4	Monday to Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Process brought forward requests. • Data entry functions, filing of documents, maintenance of remand and financial files. • Perform searches and provide copies of documents, including document certification as required. • Assistance to internal and external customers (e.g. public counter duties, cashier duties, collection of fines and other funds, entering payment and accounting for trust monies). 			

DESW AB12701	Job Title	Classification	Schedule
6*	Production Order Clerk	Administrative Support 4	Monday to Friday 8:15 am - 4:30 pm *Require 1 DESW from 6:15am – 2:30 pm for overnight arrest documentation.
Essential Service Work Functions			

- Data entry of files and endorsements from courtrooms, Justice of the Peace and Hearing Office.
- Entering of information necessary to prepare warrants.
- Answer telephone inquiries.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.

DESW AB12702	Job Title	Classification	Schedule
1	Team Lead – Counter, Case Management Officer, Trial Coordination	Senior Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Case Management duties.
- Coordinate and schedule trials/hearings for all types of Court of Justice sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Qualifying Sureties.
- Provide time to pay on specified penalty offences.
- Delegated duties on behalf of the Judiciary (i.e. Extension of TTP consideration, DNA, SOIRA, Order to Procure Attendance, handling all non-contested first appearances for criminal matters outside of the courtroom).
- Cashier duties for filing applications, fine payments, other applications for court processes.
- Documentation preparation.
- Release on court orders.
- Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Information (forms, regulated application forms, referrals to websites, etc....)
- Data entry – Accurate selection and entry of document/hearing activity codes and data into JOIN.
- Maintenance, continuity, control and cataloguing of exhibits.
- Search Warrant control.
- Courtroom Clerk Duties, as applicable.

DESW AB12703	Job Title	Classification	Schedule
4	Unit Supervisor	Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Supervision and scheduling of courtroom and/or counter/registry clerks.
- Review of applications and documents and distribution of same to judiciary.
- Duties of non-presiding Justice of the Peace
- Delegated duties (i.e.: Deputy Clerk, Commissioner for Oaths.)
- Identify workload pressures.
- Audit accuracy of the court record (endorsements and FTR).

- Exhibit control audits.
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Documentation receipt, review and processing.

DESW AB12704	Job Title	Classification	Schedule
24*	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm *Require 1 DESW from 7:15am – 3:15pm for overnight arrest documentation. *Require 1 DESW from 10:00 am – 6:00 pm for overnight arrest documentation.

Essential Service Work Functions

- Courtroom Clerk Duties.
- Case Management duties (where there is a Case Management Officer).
- Schedule trials/hearings for all types of Court of Justice sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Qualifying Sureties – Determine the adequacy of a surety when an accused is applying for judicial interim release.
- Provide TTP on specified penalty offences.
- Delegated duties on behalf of the Judiciary, i.e. - Extension of TTP consideration, DNA, SOIRA, Order to Procure Attendance, handling all non-contested first appearances for criminal matters outside of the courtroom.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Cashier duties for filing applications, fine payments, other applications for court processes.
- Documentation preparation.
- Release on court orders.
- Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Information (forms, regulated application forms, referrals to websites, etc....)
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Search Warrant control.

Court of Justice Family and Youth (Edmonton)

EDMONTON LAW COURTS

Address: 1A Churchill Square 1st floor North, Edmonton, AB

DESW AB12705	Job Title	Classification	Schedule
1	Senior Deputy Clerk	Senior Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Supervision and scheduling of courtroom and/or counter/registry clerks. • Review of applications and documents and distribution of same to judiciary. • Duties of non-presiding Justice of the Peace. • Delegated duties (i.e.: Deputy Clerk, Commissioner for Oaths.) • Identify workload pressures. • Audit accuracy of the court record (endorsements and FTR). • Exhibit control audits. • Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers. • Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies). • Perform searches and provide copies of documents, including document certification as required. • Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN. • Ensure documents filed at court counter adhere to applicable legislation, and judicial direction. • Receive, examine, enter, file, issue and distribute court documents. • Review and prepare documentation for judiciary and parties. 			

DESW AB12706	Job Title	Classification	Schedule
1	Team Lead – Trial Coord. / Counter	Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Oversee the scheduling of Family and Youth hearings and trials). • Ensure documents filed at court counter adhere to applicable legislation, and judicial direction. • Review and prepare documentation for judiciary and parties, including the drafting of court orders. • Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies). • Perform searches and provide copies of documents, including document certification as required. • Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN. • Receive, examine, enter, file, issue and distribute court documents. • Assess fees, collection of monies payable to court, issuance of receipts. 			

- Act as Commissioner for Oaths.

DESW AB12707	Job Title	Classification	Schedule
5	Counter Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Review and prepare documentation for judiciary and parties.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Duties as non-presiding justice of the peace (e.g. issuance of process, swearing of Informations), if applicable.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.

DESW AB12708	Job Title	Classification	Schedule
5	Admin Support	Administrative Support 4	Monday to Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Process 'bring forward' requests.
- Data entry functions, filing of documents, maintenance of court and financial files.
- Perform searches and provide copies of documents, including document certification as required.
- Assistance to internal and external customers (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Cashier duties, as required.

DESW AB12709	Job Title	Classification	Schedule
1	Team Lead – ISO/Family Orders Deputy Clerk	Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Review and prepare documentation for judiciary and parties, including the drafting of court orders.

- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.

DESW	Job Title	Classification	Schedule
AB12710			
2	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure documents filed or issued at court counter adhere to applicable legislation, and judicial direction.
- Review and prepare documentation for judiciary and parties, including the drafting of court orders.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Duties as non-presiding justice of the peace (e.g. issuance of process, swearing of Informations), if applicable. Act as Commissioner for Oaths.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.

DESW	Job Title	Classification	Schedule
AB12711			
2	Team Lead – Court Clerks	Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure documents filed or issued at court counter adhere to applicable legislation, and judicial direction.
- Set matters for hearings, and ensure daily court lists are prepared and distributed.
- Supervision and scheduling of judicial clerks for courtroom and counter/registry duties.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary and parties.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).

- Duties as non-presiding justice of the peace (e.g. issuance of process, swearing of Informations), if applicable.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.

DESW AB12712	Job Title	Classification	Schedule
10*	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm *Require 1 DESW from 7:30am – 3:30 pm for overnight arrest documentation

Essential Service Work Functions

- Ensure documents filed or issued at court counter adhere to applicable legislation, and judicial direction.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Set matters for hearings, and ensure daily court lists are prepared and distributed.
- Review and prepare documentation for judiciary and parties, including the drafting of court orders.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Duties as non-presiding justice of the peace (e.g. issuance of process, swearing of Informations), if applicable.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.

Court of Justice Traffic (Edmonton)

DESW AB12713	Job Title	Classification	Schedule
1	Court Administrator	Administration 2	Monday to Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Supervision of administrative staff and oversee the preparation and filing of all legal documents and financial activity in connection with this court. • Provides effective liaison between the Judiciary, Crown, Defence Counsel, the Remand Centre and other interface agencies. • Review and monitor files for data entry accuracy and quality control in compliance with established procedures. • Review and monitor all financial activity in relation to receipt and disbursement of monies. • Monitor expenditures and prepare the monthly variance report. • Investigate and prepare appropriate reports for senior management on complaints that may have potential for civil liability. 			

DESW AB12714	Job Title	Classification	Schedule
1	Team Lead – Documentation/Accounting	Senior Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Supervision and scheduling of judicial clerks to courtroom or counter/registry duties, as appropriate. • Oversee the processing and disbursement of all monies received for payment of fines, bail, restitution, search fees, etc. in accordance with established policies and procedures. • Review of applications and documents and distribution of same to judiciary. • Exercise delegated authority as clerk of the court, non-presiding justice of the peace, and Commissioner for Oaths, as applicable. • Identify workload pressures. • Audit accuracy of the court record (endorsements & FTR). • Exhibit control audits. • Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers. • Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies). • Perform searches and provide copies of documents, including document certification as required. • Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN. • Ensure documents filed at court counter adhere to applicable legislation, and judicial direction. • Receive, examine, enter, file, issue and distribute court documents. • Review and prepare documentation for judiciary and parties. 			

DESW AB12715	Job Title	Classification	Schedule
1	Accounting Supervisor	Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Oversee the processing and disbursement of all monies received for payment of fines, bail, restitution, search fees, etc. in accordance with established policies and procedures. • Daily reconciliation of monies processed, ensuring financial transactions are accounted for and balanced. • Review of financial reports for accuracy, and disbursement of monies for restitution, bail refunds, overpayment of fines, etc. ensuring all applicable policies are adhered to. • Data entry functions, filing and processing of documents. 			

DESW AB12716	Job Title	Classification	Schedule
4	Accounting Clerk	Administrative Support 4	Monday to Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Process brought forward requests. • Data entry functions, filing of documents, maintenance of remand and financial files. • Perform searches and provide copies of documents, including document certification as required. • Assistance to internal and external customers (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies). • Cashier duties, as required. 			

DESW AB12717	Job Title	Classification	Schedule
6*	Documentation/ File Clerk	Administrative Support 4	Monday to Friday 8:15 am -4:30 pm *May require some DESW to work from 7:30am – 3:30 pm for early morning reports, docket prep, and endorsement.
Essential Service Work Functions			
<ul style="list-style-type: none"> • Data entry of files and endorsements from courtrooms, Justice of the Peace and Hearing Office. • Entering information necessary to prepare warrants, court orders, and other court documents. • Answer telephone inquiries. • Receive, examine, enter, file, issue and distribute court documents. • Perform searches and provide copies of documents, including document certification as required. 			

DESW AB12718	Job Title	Classification	Schedule
9	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensure documents filed at court counter adhere to applicable legislation, and judicial direction. • Quasi-judicial functions – e.g. accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc. • Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings). • Ensure accuracy of the court record (endorsements & FTR). • Review and prepare documentation for judiciary and parties. • Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies). • Duties as non-presiding justice of the peace (e.g. issuance of process, swearing of Informations), if applicable. • Perform searches and provide copies of documents, including document certification as required. • Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN/CASES. • Receive, examine, enter, file, issue and distribute court documents. • Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. • Act as Commissioner for Oaths. 			

LOCATION: HEARING OFFICE CALGARY

Address: 601- 5 Street SW, Calgary Court Centre, 2nd floor

DESW AB12719	Job Title	Classification	Schedule
1	Senior Supervisor	Senior Deputy Clerk	All shifts to continue as per normal. Shift schedule to be provided with eligibility list. Office open 24 hours, 7 days a week
Essential Service Work Functions			
<ul style="list-style-type: none"> • Oversee all administrative matters relating to the Calgary Hearing Office. • Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures. • Oversee collection of fines and bail monies, and ensure all monies received are balanced and reconciled daily as per audit guidelines, prepare bank deposit, ensuring security of all monies received. • Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN. 			

- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – Issue process, release accused on bail orders, receive applications on seized items and issue orders, review/sign subpoenas, interview/qualify sureties, swear informations and confirm/cancel police process, adjourn matters in absence of judge, etc.
- Ensure documents filed at court counter or issued by the court adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines/bail and other funds, entering payment and accounting for trust monies).
- Maintain secure control of all Information to Obtain and Warrants, and forward to warrant clerk at respective base court locations.
- Perform duties of judicial clerk/senior judicial clerk as required.

DESW AB12720	Job Title	Classification	Schedule
3	Hearing Office Supervisor	Deputy Clerk	All shifts to continue as per normal. Shift schedule to be provided with eligibility list. Office open 24 hours, 7 days a week

Essential Service Work Functions

- Oversee all administrative matters relating to the Calgary Hearing Office.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Oversee collection of fines and bail monies, and ensure all monies received are balanced and reconciled daily as per audit guidelines, prepare bank deposit, ensuring security of all monies received.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – Issue process, release accused on bail orders, receive applications on seized items and issue orders, review/sign subpoenas, interview/qualify sureties, swear informations and confirm/cancel police process, adjourn matters in absence of judge, etc.
- Ensure documents filed at court counter or issued by the court adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines/bail and other funds, entering payment and accounting for trust monies).
- Maintain secure control of all Information to Obtain and Warrants, and forward to warrant clerk at respective base court locations.
- Perform duties of judicial clerk/senior judicial clerk as required.

DESW AB12721	Job Title	Classification	Schedule
18 (17 Full Time, 2 Part Time FTE)	Senior Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	All shifts to continue as per normal. Shift schedule to be provided with eligibility list. Office open 24 hours, 7 days a week

Essential Service Work Functions

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – Issue process, release accused on bail orders, receive applications on seized items and issue orders, review/sign subpoenas, interview/qualify sureties, swear informations and confirm/cancel police process, adjourn matters in absence of judge, etc.
- Ensure documents filed at court counter or issued by the court adhere to applicable legislation, and judicial direction. Review and prepare documentation for judiciary and parties.
- Receive, examine, enter, file, issue and distribute court documents.
- Cashier duties for filing applications, collection of fines and bail monies, and ensure all monies received are balanced and reconciled daily as per audit guidelines, prepare bank deposit, ensuring security of all monies received.
- Maintain secure control of all Information to Obtain and Warrants, and forward to warrant clerk at respective base court locations.
- Release Clerk (Calgary Remand Centre) – Review bail orders and/or court ordered endorsements and effect release, explaining all terms and obligations of release conditions (i.e. recognizance, undertaking, conditions, probation orders, prohibition orders, peace bonds, etc.) and ensure same is understood by the accused/offended.

LOCATION: HEARING OFFICE EDMONTON

Address: Main floor, John E. Brownlee Bldg. 10365-97 Street, Edmonton, AB

DESW AB12722	Job Title	Classification	Schedule
3	Hearing Office Coordinators	Administration 2	All shifts to continue as per normal. Shift schedule to be provided with eligibility list. Shifts cover 7:30 am - 1:30 am 7 day per week

Essential Service Work Functions

- The Provincial Hearing Office operates on a 365-day 24/7 basis and is responsible for delivery of all Justice of the Peace services for the Province.
- The Hearing Office Coordinator provides support to the Provincial Hearing Office judiciary, Court and Justice Services, Crown, Legal Aid, Law Enforcement, public and stakeholders throughout the Province for the prioritization, coordination and triaging of all emergent applications and first instance bail hearings on a 365 day/16 hour per day basis.
- All emergent applications, deemed Priority 1 Applications, such as Emergency Protection Orders, Child Apprehension Orders, Search Warrant Request, etc. are time sensitive and must be assessed, triaged and heard by a Justice of the Peace immediately.
- Bail hearings must be assessed, prioritized, triaged and heard within 24 hours.
- Schedule and facilitate consent and contested bail hearings.
- Provide information to the Judiciary, litigants, legal counsel, agents, and other internal and external stakeholders. Provide accurate procedural advice in response to inquiries from public.
- Reviews and monitors files for data entry accuracy and quality control in compliance with established procedures.
- Reviews and monitors all financial activity in relation to receipt and disbursement of monies.
- Oversee collection of fines and bail monies, and ensure all monies received are balanced and reconciled daily as per audit guidelines, prepare bank deposit, ensuring security of all monies received.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – Issue process, release accused on bail orders, receive applications on seized items and issue orders, review/sign subpoenas, interview/qualify sureties, swear informations and confirm/cancel police process, adjourn matters in absence of judge, etc.
- Ensure documents filed at court counter or issued by the court adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare statistical information for judiciary and parties.
- Maintain secure control of all Information to Obtain and Warrants, and forward to warrant clerk at respective base court locations.

DESW	Job Title	Classification	Schedule
AB12723			
1	Senior Supervisor, Bail Office	Senior Deputy Clerk	All shifts to continue as per normal. Shift schedule to be provided with eligibility list. Shifts cover 7:30 am -1:30 am 7 day per week

Essential Service Work Functions

- Oversee all administrative matters relating to the Calgary Hearing Office.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Oversee collection of fines and bail monies, and ensure all monies received are balanced and reconciled daily as per audit guidelines, prepare bank deposit, ensuring security of all monies received.

- Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – Issue process, release accused on bail orders, receive applications on seized items and issue orders, review/sign subpoenas, interview/qualify sureties, swear informations and confirm/cancel police process, adjourn matters in absence of judge, etc.
- Ensure documents filed at court counter or issued by the court adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines/bail and other funds, entering payment and accounting for trust monies).
- Maintain secure control of all Information to Obtain and Warrants, and forward to warrant clerk at respective base court locations.
- Perform duties of judicial clerk/senior judicial clerk as required.

DESW AB12724	Job Title	Classification	Schedule
3	Supervisor Hearing Office	Deputy Clerk	All shifts to continue as per normal. Shift schedule to be provided with eligibility list. Shifts cover 7:30 am -1:30 am 7 day per week

Essential Service Work Functions

- Oversee all administrative matters relating to the Calgary Hearing Office.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Oversee collection of fines and bail monies, and ensure all monies received are balanced and reconciled daily as per audit guidelines, prepare bank deposit, ensuring security of all monies received.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – Issue process, release accused on bail orders, receive applications on seized items and issue orders, review/sign subpoenas, interview/qualify sureties, swear informations and confirm/cancel police process, adjourn matters in absence of judge, etc.
- Ensure documents filed at court counter or issued by the court adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines/bail and other funds, entering payment and accounting for trust monies).
- Maintain secure control of all Information to Obtain and Warrants, and forward to warrant clerk at respective base court locations.
- Perform duties of judicial clerk/senior judicial clerk as required.

DESW AB12725	Job Title	Classification	Schedule
19	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	All shifts to continue as per normal. Shift schedule to be provided with eligibility list. Shifts cover 7:30 am - 1:30 am 7 day per week

Essential Service Work Functions

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – Issue process, release accused on bail orders, receive applications on seized items and issue orders, review/sign subpoenas, interview/qualify sureties, swear informations and confirm/cancel police process, adjourn matters in absence of judge, etc.
- Ensure documents filed at court counter or issued by the court adhere to applicable legislation, and judicial direction. Review and prepare documentation for judiciary and parties.
- Receive, examine, enter, file, issue and distribute court documents.
- Cashier duties for filing applications, collection of fines and bail monies, and ensure all monies received are balanced and reconciled daily as per audit guidelines, prepare bank deposit, ensuring security of all monies received.
- Maintain secure control of all Information to Obtain and Warrants, and forward to warrant clerk at respective base court locations.
- Release Clerk (Edmonton Remand Centre) – Review bail orders and/or court ordered endorsements and effect release, explaining all terms and obligations of release conditions (i.e. recognizance, undertaking, conditions, probation orders, prohibition orders, peace bonds, etc.) and ensure same is understood by the accused/offended.

DISTRICT 2

Court of Justice Civil (Calgary)

LOCATION: CALGARY COURT CENTRE (CCC)

Address: 601- 5 Street SW, CCC, 6th floor, Calgary, AB

DESW AB12726	Job Title	Classification	Schedule
1	Court Administrator	Administration 2	Monday to Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Provides supervision of administrative staff and oversees the preparation and filing of all legal documents and financial activity in connection with this court.• Provide information to the Judiciary, litigants, legal counsel, agents, and other internal and external stakeholders. Provide accurate procedural advice in response to inquiries from the public.• Reviews and monitors files for data entry accuracy and quality control in compliance with established procedures.• Review and monitor all financial activity in relation to receipt and disbursement of monies.• Ensure documents filed at court counter adhere to the Court of Justice Act, Alberta Rules of Court, applicable legislation, and judicial direction.• Follow directions of the Court for preparation of court documents.• Set matters for hearings and ensure daily court lists are prepared and distributed.• Scheduling of judicial clerks for courtroom.• Receive, examine, enter, file, issue and distribute court documents.• Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.			

DESW AB12727	Job Title	Classification	Schedule
1	Data Entry Clerk	Administrative Support 3	Monday to Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Data entry of files and endorsements from courtrooms. Entering of information necessary to prepare court orders and certificates of judgment.• Answer telephone inquiries.• Data entry duties. Accurate selection and entry of document/hearing activity codes, financial information and other data into CASES.			

DESW AB12728	Job Title	Classification	Schedule
2	Civil Team Lead	Deputy Clerk	Monday to Friday 8:15 am -4:30 pm
Essential Service Work Functions			

- Provides supervision of administrative staff and oversees the preparation and filing of all legal documents and financial activity in connection with this court.
- Provides effective liaison between the Judiciary, litigants, legal counsel, agents, and other internal and external stakeholders. Provide accurate procedural advice in response to inquiries from public.
- Review and monitor files for data entry accuracy and quality control in compliance with established procedures.
- Review and monitor all financial activity in relation to receipt and disbursement of monies.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Follow directions of the Court for preparation of court documents.
- Set matters for hearings, and ensure daily court lists are prepared and distributed.
- Scheduling of judicial clerks for courtroom.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.

DESW AB12729	Job Title	Classification	Schedule
7	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter adhere to the Alberta Rules of Court, applicable legislation, and judicial direction.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary and parties.
- Provision of information to public, including procedural information.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.

Court of Justice Criminal (Calgary)

LOCATION: CALGARY COURT CENTRE (CCC)

Address: 601- 5 Street SW, CCC, 4th floor, North, Calgary, AB

DESW AB12730	Job Title	Classification	Schedule
2	Court Administrator	Administration 2	Monday to Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provides Supervision of Administrative staff and oversees the preparation and filing of all legal documents and financial activity in connection with this court. • Provides effective liaison between the Judiciary, Crown, Defence Counsel, the Remand Centre and other interface agencies. • Reviews and monitors files for data entry accuracy and quality control in compliance with established procedures. • Reviews and monitors all financial activity in relation to receipt and disbursement of monies. • Monitors expenditures and prepares the monthly variance report. • Investigates and prepares appropriate reports for senior management on complaints that may have potential for civil liability. 			

DESW AB12731	Job Title	Classification	Schedule
4	Unit Supervisor	Deputy Clerk	Monday to Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Supervision and scheduling of Courtroom clerks. • Review of applications and documents and distribution of same to judiciary. • Duties of non-presiding Justice of the Peace. • Delegated duties (e.g. Deputy Clerk, Commissioner for Oaths). • Identify workload pressures. • Audit accuracy of the court record (endorsements & FTR). • Exhibit control audits. • Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers. • Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies). • Perform searches and provide copies of documents, including document certification as required. • Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN. • Ensure documents filed at court counter adhere to applicable legislation, and judicial direction. • Receive, examine, enter, file, issue and distribute court documents. • Review and prepare documentation for judiciary and parties. 			

DESW AB12732	Job Title	Classification	Schedule
20	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Courtroom Clerk Duties.
- Case Management duties (where there is a Case Management Officer).
- Schedule trials/hearings for all types of Court of Justice sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Qualifying Sureties.
- Provide TTP on specified penalty offences.
- Delegated duties on behalf of the Judiciary, i.e. Extension of TTP consideration, DNA, SOIRA, Order to Procure Attendance, handling all non-contested first appearances for criminal matters outside of the courtroom.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Cashier duties for filing applications, fine payments, other applications for court processes.
- Documentation preparation.
- Release on court orders.
- Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Information (forms, regulated application forms, referrals to websites, etc....)
- Preparing return on applications for record suspension or U.S. entry waivers. Maintenance, continuity, control and cataloguing of exhibits.
- Search Warrant control.

DESW AB12733	Job Title	Classification	Schedule
1	Trial Coordinator/ Case Management Office	Administration 1	Monday to Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Assess and evaluate court files to determine protocol and legislative requirements have been met.
- Assess and evaluate matters for case management purposes and actively case managing files in compliance with protocols defined by the Assistant Chief Judge.
- Monitor all cases and confer on an ongoing basis with various stakeholders to ensure that cases will proceed.
- Compile, maintain and evaluate statistical data for the Assistant Chief Judge. Work collaboratively and in consultation with the judicial Scheduler.
- Identify and advise the assistant Chief Judge of any areas or issues requiring attention.

- Efficiently manage the coordinating and scheduling of trials/hearings for all types of Court of Justice sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Provide assistance to the various stakeholders and interpreting and answering procedural questions in relation to relevant legislation, policies, procedures and directions of the Court.
- Ensure matters are ready to proceed to trial, and litigants and the Crown have access to the courts.
- Exercise delegated authority as Deputy Clerk of the Court, Non-Presiding Justice of the Peace, and Commissioner for Oaths.

DESW AB12734	Job Title	Classification	Schedule
3	Case Management Office / Counter Clerks	Senior Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Case Management duties.
- Coordinate and schedule trials/hearings for all types of Court of Justice sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Qualifying Sureties.
- Provide time to pay on specified penalty offences.
- Delegated duties on behalf of the Judiciary (i.e. Extension of TTP consideration, DNA, SOIRA, Order to Procure Attendance, handling all non-contested first appearances for criminal matters outside of the courtroom).
- Cashier duties for filing applications, fine payments, other applications for court processes.
- Review and prepare documentation for judiciary and parties.
- Perform searches and provide copies of documents, including document certification as required.
- Receive, examine, enter, file, issue and distribute court documents.
- Release on court orders.
- Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Information (forms, regulated application forms, referrals to websites, etc.)
- Preparing return on applications for record suspension or U.S. entry waivers.
- Data entry – Accurate selection and entry of document/hearing activity codes, financial information and other data into the appropriate case management program (CASES/JOIN).
- Maintenance, continuity, control and cataloguing of exhibits.
- Search Warrant control.
- Courtroom Clerk Duties, as applicable.

DESW AB12735	Job Title	Classification	Schedule
1	Trial Scheduler	Administrative Support 5	Monday to Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Coordinate and schedule trials/hearings for all types of Court of Justice sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Delegated duties on behalf of the Judiciary (i.e. Extension of TTP consideration, DNA, SOIRA, Order to Procure Attendance, handling all non-contested first appearances for criminal matters outside of the courtroom).
- Review and prepare documentation for judiciary and parties.
- Perform searches and provide copies of documents, including document certification as required.
- Receive, examine, enter, file, issue and distribute court documents.
- Data entry – Accurate selection and entry of document/hearing activity codes, financial information and other data into the appropriate case management program (CASES/JOIN).
- Information (forms, regulated application forms, referrals to websites, etc....)

DESW AB12736	Job Title	Classification	Schedule
2	Signing Clerk	Senior Judicial Clerk	Monday to Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter adhere to applicable legislation and judicial direction.
- Ensure accuracy of the court record (endorsements & FTR).
- Review and prepare documentation for judiciary and parties.
- Delegated duties on behalf of the Judiciary (i.e. Extension of TTP consideration, DNA, SOIRA, Order to Procure Attendance, handling all non-contested first appearances for criminal matters outside of the courtroom).
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Duties as non-presiding justice of the peace (e.g. issuance of process, swearing of Informations), if applicable.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and data into JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Release on court orders.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.

DESW AB12737	Job Title	Classification	Schedule
5	Judicial Orders Production Clerks	Administrative Support 4	Monday to Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Data entry of files and endorsements from courtrooms, Justice of the Peace and Hearing Office.
- Entering of information necessary to prepare warrants, release documents and all other court orders.

- Answer telephone inquiries.

DESW AB12738	Job Title	Classification	Schedule
1	Warrant Supervisor	Deputy Clerk	Monday to Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Oversee the production, processing, and control of all warrants issued from the Calgary Court of Justice Criminal Division, including warrants for arrest, witness warrants, warrants upon conviction, fine option vouchers and time served entries from Correctional Institutions.
- Oversees the file control of all completed and future files for this area.
- Ensure documents filed or issued at court counter adhere to applicable legislation and judicial direction.
- Review and prepare documentation for judiciary and parties.
- Exercise authority as clerk of the court, non-presiding justice of the peace, and Commissioner for Oaths, as applicable.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.
- Receive, examine, enter, file, issue and distribute court documents.

DESW AB12739	Job Title	Classification	Schedule
3	Warrant Clerk	Administrative Support 3 or 4	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.
- Review and prepare documentation for judiciary and parties.
- Receive, examine, enter, file, issue and distribute court documents.
- Distribute original warrants for arrest, warrants for committal, witness warrants to appropriate agencies, perform warrant recalls, and accurate filing and maintenance of warrants.
- Pull files and data entry for add-on dockets, and files with future court dates.
- Perform searches and provide copies of documents, including document certification as required.

DESW AB12740	Job Title	Classification	Schedule
1	Accounting Supervisor	Administrative Support 5	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Oversee the processing and disbursement of all monies received for payment of fines, bail, restitution, search fees, etc. in accordance with established policies and procedures.
- Daily reconciliation of monies processed through the court, ensuring financial transactions are accounted for and balanced.
- Review of financial reports for accuracy, and disbursement of monies for restitution, bail refunds, overpayment of fines, etc. ensuring all applicable policies are adhered to.
- Data entry functions and filing of documents.
- Oversee the processing of pardon applications, certificates of conviction, and activity related to the filing, retrieval and control of these files.

DESW	Job Title	Classification	Schedule
AB12741			
3	Accounting Clerk	Administrative Support 3	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Process 'bring forward' requests.
- Data entry functions, filing of documents, maintenance of remand and financial files.
- Perform searches and provide copies of documents, including document certification as required.
- Assistance to internal and external customers (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Cashier duties.

Calgary Regional

LOCATION: CALGARY COURT CENTRE (CCC)

Address: 601- 5 Street SW, CCC, 6th floor, South, Calgary, AB

DESW	Job Title	Classification	Schedule
AB12742			
1	Senior Deputy Clerk	Senior Deputy Clerk	Monday to Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Provides Supervision of Administrative staff and oversees the preparation and filing of all legal documents and financial activity in connection with this court.
- Provides effective liaison between the Judiciary, counsel and other interface agencies.
- Reviews and monitors files for data entry accuracy and quality control in compliance with established procedures.
- Reviews and monitors all financial activity in relation to receipt and disbursement of monies.
- Monitors expenditures and prepares the monthly variance report.
- Investigates and prepares appropriate reports for senior management on complaints that may have potential for civil liability.

DESW AB12743	Job Title	Classification	Schedule
2	Unit Supervisor	Deputy Clerk	Monday to Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Supervision and scheduling of Courtroom clerks. • Review of applications and documents and distribution of same to judiciary. • Duties of non-presiding Justice of the Peace. • Delegated duties (e.g. Deputy Clerk, Commissioner for Oaths). • Identify workload pressures. • Audit accuracy of the court record (endorsements & FTR). • Exhibit control audits. • Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers. • Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies). • Perform searches and provide copies of documents, including document certification as required. • Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN. • Ensure documents filed at court counter adhere to applicable legislation, and judicial direction. • Receive, examine, enter, file, issue and distribute court documents. • Review and prepare documentation for judiciary and parties. 			

DESW AB12744	Job Title	Classification	Schedule
16	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Courtroom Clerk Duties. • Case Management duties (where there is a Case Management Office). • Schedule trials/hearings for all types of Court of Justice sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings. • Qualifying Sureties. • Provide TTP on specified penalty offences. • Delegated duties on behalf of the Judiciary, i.e. Extension of TTP consideration, DNA, SOIRA, Order to Procure Attendance, handling all non-contested first appearances for criminal matters outside of the courtroom. • Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable. • Ensure documents filed at court counter adhere to applicable legislation, and judicial direction. • Cashier duties for filing applications, fine payments, other applications for court processes. 			

- Documentation preparation.
- Release on court orders.
- Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Information (forms, regulated application forms, referrals to websites, etc....)
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Search Warrant control.
- Travel to circuit locations, as required.

DESW	Job Title	Classification	Schedule
AB12745			
3	Admin Assistant	Administrative Support 4	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Review and prepare documentation for judiciary and parties.
- Entering of information necessary to prepare warrants, release documents and all other court orders.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and data into JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.

Court of Justice Family and Youth (Calgary)

LOCATION: CALGARY COURT CENTRE (CCC)

Address: 601- 5 Street SW, CCC, 2nd Floor North

DESW	Job Title	Classification	Schedule
AB12746			
1	Court Administrator	Administration 2	Monday to Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Provides Supervision of Administrative staff and oversees the preparation and filing of all legal documents and financial activity in connection with this court.
- Provides effective liaison between the Judiciary, counsel and other interface agencies.
- Reviews and monitors files for data entry accuracy and quality control in compliance with established procedures.
- Reviews and monitors all financial activity in relation to receipt and disbursement of monies.
- Monitors expenditures and prepares the monthly variance report.
- Investigates and prepares appropriate reports for senior management on complaints that may have potential for civil liability.

DESW	Job Title	Classification	Schedule
AB12747			
16	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of Court of Justice sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Review and prepare documentation for judiciary and parties.
- Provision of information to the public, including procedural information.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.
- Process and distribute documents.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Cashier duties for filing applications, fine payments, other applications for court processes.
- Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.

DESW AB12748	Job Title	Classification	Schedule
1	Team Lead – Youth Documentation	Deputy Clerk	Monday to Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Supervision and scheduling of Courtroom clerks. • Review of applications and documents and distribution of same to judiciary. • Duties of non-presiding Justice of the Peace. • Delegated duties (e.g. Deputy Clerk, Commissioner for Oaths). • Identify workload pressures. • Audit accuracy of the court record (endorsements & FTR). • Exhibit control audits. • Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers. • Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies). • Perform searches and provide copies of documents, including document certification as required. • Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN. • Ensure documents filed at court counter adhere to applicable legislation, and judicial direction. • Receive, examine, enter, file, issue and distribute court documents. • Review and prepare documentation for judiciary and parties. 			

DESW AB12749	Job Title	Classification	Schedule
1	Waivers/ Records Clerk	Administrative Support 4	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Data entry of files and endorsements from courtrooms, Justice of the Peace and Hearing Office. • Entering of information necessary to prepare warrants, release documents and all other court orders. • Answer telephone inquiries. • Data entry and filing duties. • Public counter duties – incl. Cashier duties for filing applications, fine payments, other applications for court processes. • Restitution and Bail disbursements • Preparing return on applications for record suspension or U.S. entry waivers, maintenance, continuity, control and cataloguing of exhibits. • Warrant control. 			

DESW AB12750	Job Title	Classification	Schedule
1	Team Lead – Family Documentation	Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Supervision and scheduling of Courtroom clerks • Review of applications and documents and distribution of same to judiciary • Duties of non-presiding Justice of the Peace • Delegated duties (e.g. Deputy Clerk, Commissioner for Oaths) • Identify workload pressures • Audit accuracy of the court record (endorsements & FTR) • Exhibit control audits • Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers. • Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies). • Perform searches and provide copies of documents, including document certification as required. • Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN. • Ensure documents filed at court counter adhere to applicable legislation, and judicial direction. • Receive, examine, enter, file, issue and distribute court documents. • Review and prepare documentation for judiciary and parties. 			

DESW AB12751	Job Title	Classification	Schedule
1	Trial Coordinator	Administrative Support 5	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Prepare judicial assignment schedule in accordance with procedures and guidelines set by the Assistant Chief Judge and submit for ACJ approval. • Screen and schedule matters for pre-trial conferences, case management, applications or trial and process adjournment requests and withdrawals. • Prepare and distribute documentation advising litigants of appearance date and time. • Assess and evaluate court files to determine protocol and legislative requirements have been met. • Monitor all cases and confer with various stakeholders to ensure cases proceed. • Data entry duties. Accurate selection and entry of document/hearing activity codes, financial information and other data into CASES/JOIN. • Compile, maintain and evaluate statistical data for the Assistant Chief Judge. Work collaboratively and in consultation with the judicial Scheduler. • Provide assistance to the various stakeholders and interpreting and answering procedural questions in relation to relevant legislation, policies, procedures and directions of the Court. 			

DESW AB12752	Job Title	Classification	Schedule
4	Data/Records Clerk	Administrative Support 4	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Data entry of files and endorsements from courtrooms, Justice of the Peace and Hearing Office. • Entering of information necessary to prepare warrants, release documents and all other court orders. • Answer telephone inquiries. • Data entry and filing duties. 			

Court of Justice Traffic (Calgary)

DESW AB12753	Job Title	Classification	Schedule
1	Court Administrator	Administration 2	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provides Supervision of Administrative staff and oversees the preparation and filing of all legal documents and financial activity in connection with this court. • Provides effective liaison between the Judiciary, Crown, Defence Counsel, the Remand Centre and other interface agencies. • Reviews and monitors files for data entry accuracy and quality control in compliance with established procedures. • Reviews and monitors all financial activity in relation to receipt and disbursement of monies. • Monitors expenditures and prepares the monthly variance report. • Investigates and prepares appropriate reports for senior management on complaints that may have potential for civil liability. 			

DESW AB12754	Job Title	Classification	Schedule
1	Supervisor Warrant Control	Administrative Support 5	Monday to Friday 8:15am-4:30pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Oversee the production, processing, and control of all warrants issued from the Calgary Court of Justice Traffic Division, including warrants for arrest, witness warrants, warrants upon conviction, fine option vouchers and time served entries from correctional institutions. • Oversees the file control of all completed and future files for this area. • Ensure documents filed or issued at court counter adhere to applicable legislation and judicial direction. • Review and prepare documentation for judiciary and parties. 			

- Exercise delegated authority as clerk of the court, non-presiding justice of the peace, and Commissioner for Oaths, as applicable.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.
- Receive, examine, enter, file, issue and distribute court documents.

DESW AB12755	Job Title	Classification	Schedule
4	Warrant Control Clerk	Administrative Support 4	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN.
- Review and prepare documentation for judiciary and parties.
- Receive, examine, enter, file, issue and distribute court documents.
- Distribute original warrants for arrest, warrants for committal, witness warrants to appropriate agencies, perform warrant recalls, and accurate filing and maintenance of warrants.
- Pull files and data entry for add-on dockets, and files with future court dates.
- Perform searches and provide copies of documents, including document certification as required.

DESW AB12756	Job Title	Classification	Schedule
2	Documentation Clerk	Administrative Support 4	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Data entry of files and endorsements from courtrooms, Justice of the Peace and Hearing Office.
- Entering of information necessary to prepare warrants, court orders, and other court documents.
- Answer telephone inquiries.
- Receive, examine, enter, file, issue and distribute court documents.
- Perform searches and provide copies of documents, including document certification as required.

DESW AB12757	Job Title	Classification	Schedule
1	Supervisor Accounting	Administrative Support 5	Monday – Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Oversee the processing and disbursement of all monies received for payment of fines, bail, restitution, search fees, etc. in accordance with established policies and procedures.
- Daily reconciliation of monies processed, ensuring financial transactions are accounted for and balanced.
- Review of financial reports for accuracy, and disbursement of monies for restitution, bail refunds, overpayment of fines, etc. ensuring all applicable policies are adhered to.
- Data entry functions, filing and processing of documents.

DESW AB12758	Job Title	Classification	Schedule
5	Accounting/File Control Clerk	Administrative Support 4	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Process brought forward requests.
- Data entry functions, filing of documents, maintenance of remand and financial files.
- Perform searches and provide copies of documents, including document certification as required.
- Assistance to internal and external customers (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).

DESW AB12759	Job Title	Classification	Schedule
6	Counter Services Officer	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Quasi-judicial functions – e.g. accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Exercise delegated authority as clerk of the court, non-presiding justice of the peace, and Commissioner for Oaths, as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN/CASES.
- Review of applications and documents and distribution of same to judiciary
- Documentation receipt, review and processing.

DESW AB12760	Job Title	Classification	Schedule
1	Team Lead – Cashier/Court Clerks	Deputy Clerk	Monday to Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Supervision and scheduling of judicial clerks and court runners in the Traffic Division.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Duties as non-presiding justice of the peace (e.g. issuance of process, swearing of Informations), deputy clerk of the court, Commissioner for Oaths, as applicable.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN/CASES.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits.

DESW AB12761	Job Title	Classification	Schedule
5	Court/Counter Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Review and prepare documentation for judiciary and parties.
- Receive, examine, enter, file, issue and distribute court documents.
- Duties as non-presiding justice of the peace (e.g. issuance of process, swearing of Informations), if applicable.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into JOIN/CASES.
- Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits.
- Act as Commissioner for Oaths.

DESW AB12762	Job Title	Classification	Schedule
1	Ticket/Mail Supervisor	Administrative Support 5	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Supervision and scheduling of PTPC ticket entry clerks.
- Oversee the processing of ticket entry for provincial traffic courts in the province (e.g. receive tickets from other court locations and agencies, entry of tickets and other court information into JOIN, and tickets returned, etc.)
- Data entry – Ensure accurate selection and entry of data into JOIN.

DESW AB12763	Job Title	Classification	Schedule
5	Ticket Production Clerks	Administrative Support 4	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- All administrative functions associated with processing violation tickets and all related incoming mail, including data entry into JOIN, processing payments, processing not guilty pleas.
- Financial duties, reconciling and balancing payment transactions.
- Forwarding requests/documents to appropriate base location.

LOCATION: DRUMHELLER

Address: 511-3 Avenue, Drumheller, AB

DESW AB12764	Job Title	Classification	Schedule
1	Deputy Administrator	Senior Deputy Clerk	Monday to Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc.
- Set matters for hearings, and ensure daily court lists are prepared and distributed.
- Supervision and scheduling of judicial clerks for courtroom and counter/registry duties.
- Provide accurate procedural advice in response to inquiries from public.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.
- Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.

DESW AB12765	Job Title	Classification	Schedule
8	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensure documents filed at court counter adhere to applicable legislation, and judicial direction. • Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings). • Ensure accuracy of the court record (endorsements & FTR). • Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings. • Review and prepare documentation for judiciary and parties. • Provision of information to public, including procedural information. • Perform searches and provide copies of documents, including document certification as required. • Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN. • Receive, examine, enter, file, issue and distribute court documents. • Assess fees, collection of monies payable to court, issuance of receipts. • Act as Commissioner for Oaths. • Process and distribute of documents. • Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable. • Cashier duties for filing applications, fine payments, other applications for court processes. • Interpreter arrangements and compensation. • Restitution and Bail disbursements. • Preparing return on applications for record suspension or U.S. entry waivers. • Maintenance, continuity, control and cataloguing of exhibits. • Warrant control. • Travel to circuit locations, as required. 			

DISTRICT 3

LOCATION: MEDICINE HAT COURT HOUSE

Address: 460 – First Street SE, Medicine Hat, AB

DESW AB12766	Job Title	Classification	Schedule
2	Deputy Clerk Unit Supervisor	Deputy Clerk	Monday to Friday 8:15-4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Oversee all administrative matters relating to the civil, family and youth, criminal and traffic 			

court process.

- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Perform duties of judicial clerk / senior judicial clerk as required.
- Public counter duties.
- Documentation receipt, review and processing.

DESW	Job Title	Classification	Schedule
AB12767			
10	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15-4:30 pm

Essential Service Work Functions

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, other applications for court processes.

- Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

LOCATION: CAMROSE

Address: 5210 -49 Avenue, Camrose, AB

DESW AB12768	Job Title	Classification	Schedule
1	Senior Court Supervisor	Senior Deputy Clerk	Monday to Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.
- Provide procedural advice in response to inquiries from public.
- Receive, examine, enter, file, issue and distribute court documents.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Set matters for hearings, and ensure daily court lists are prepared and distributed.
- Follow directions of the Court for preparation of court documents, such as Warrant Remanding Prisoner, Judicial Interim Release, etc.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties.

DESW AB12769	Job Title	Classification	Schedule
3	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, retrieving exhibits, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Review and prepare documentation for judiciary and parties.
- Provision of information to public, including procedural information.
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Receive, examine, enter, file, issue and distribute court documents.
- Assess fees, collection of monies payable to court, issuance of receipts.
- Act as Commissioner for Oaths.
- Process and distribute of documents.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Cashier duties for filing applications, fine payments, other applications for court processes.
- Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

LOCATION: LETHBRIDGE COURT HOUSE

Address: 320 - 4 Street S, Lethbridge, AB

DESW	Job Title	Classification	Schedule
AB12770			
1	Court Administrator	Administration 2	Monday - Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Provides supervision of administrative staff and oversees the preparation and filing of all legal documents and financial activity in connection with this court.
- Provide information to the Judiciary, litigants, legal counsel, agents, and other internal and external stakeholders.
- Provide accurate procedural advice in response to inquiries from public.
- Reviews and monitors files for data entry accuracy and quality control in compliance with established procedures.
- Reviews and monitors all financial activity in relation to receipt and disbursement of monies.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Follow directions of the Court for preparation of court documents.
- Set matters for hearings, and ensure daily court lists are prepared and distributed.

- Scheduling of judicial clerks for courtroom.
- Receive, examine, enter, file, issue and distribute court documents.
- Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.

DESW AB12771	Job Title	Classification	Schedule
1	Supervisor - Family and Youth	Deputy Clerk	Monday to Friday 8:15-4:30 pm

Essential Service Work Functions

- Oversee all administrative matters relating to the family and youth court process.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW AB12772	Job Title	Classification	Schedule
1	Supervisor - Criminal/Traffic	Deputy Clerk	Monday to Friday 8:15-4:30 pm

Essential Service Work Functions

- Oversee all administrative matters relating to the criminal and traffic court process.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts,

- balance and prepare bank deposits. Process fee waivers.
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW AB12773	Job Title	Classification	Schedule
13	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15-4:30 pm

Essential Service Work Functions

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, other applications for court processes.
- Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

LOCATION: RED DEER COURT HOUSE

Address: 4909 – 48 Avenue, Red Deer, AB

DESW	Job Title	Classification	Schedule
AB12774			
1	Court Administrator	Administration 2	Monday - Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Provides supervision of administrative staff and oversees the preparation and filing of all legal documents and financial activity in connection with this court.• Provide information to the Judiciary, litigants, legal counsel, agents, and other internal and external stakeholders. Provide accurate procedural advice in response to inquiries from public.• Reviews and monitors files for data entry accuracy and quality control in compliance with established procedures.• Reviews and monitors all financial activity in relation to receipt and disbursement of monies.• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.• Follow directions of the Court for preparation of court documents.• Set matters for hearings, and ensure daily court lists are prepared and distributed.• Scheduling of judicial clerks for courtroom.• Receive, examine, enter, file, issue and distribute court documents.• Administer, interpret and explain court endorsements, dispositions and documents ensuring all terms and conditions are understood, and consequences of non-compliance are clear.			

DESW	Job Title	Classification	Schedule
AB12775			
1	Supervisor - Family and Youth	Deputy Clerk	Monday to Friday 8:15-4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Oversee all administrative matters relating to the family and youth court process.• Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.• Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.• Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.• Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).• Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.• Perform duties of judicial clerk / senior judicial clerk as required.			

DESW AB12776	Job Title	Classification	Schedule
1	Supervisor - Criminal/Traffic	Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Oversee all administrative matters relating to the criminal and traffic court process.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW AB12777	Job Title	Classification	Schedule
1	Supervisor - Civil	Deputy Clerk	Monday to Friday 8:15-4:30 pm

Essential Service Work Functions

- Oversee all administrative matters relating to civil processes in Provincial Court.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW AB12778	Job Title	Classification	Schedule
22	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15-4:30 pm

Essential Service Work Functions

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, other applications for court processes.
- Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

LOCATION: ST. PAUL COURT HOUSE

Address: 4704-50 Street, St. Paul, AB

DESW AB12779	Job Title	Classification	Schedule
1	Senior Deputy Clerk	Senior Deputy Clerk	Monday to Friday 8:15-4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process. • Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures. • Ensure documents filed at court counter adhere to applicable legislation, and judicial direction. • Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable. • Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the 			

courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.

- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW AB12780	Job Title	Classification	Schedule
8	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15-4:30 pm

Essential Service Work Functions

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, other applications for court processes.
- Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

LOCATION: VERMILLION PROVINCIAL BUILDING

Address: Main floor 4701-52 Street, Vermillion, AB

DESW AB12781	Job Title	Classification	Schedule
1	Senior Deputy Clerk	Senior Deputy Clerk	Monday to Friday 8:15-4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.• Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.• Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.• Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.• Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).• Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.• Perform duties of judicial clerk / senior judicial clerk as required.			

DESW AB12782	Job Title	Classification	Schedule
5	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15-4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, prepare courtrooms, facilitating hearings).• Ensure accuracy of the court record (endorsements & FTR).• Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.• Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).• Perform searches and provide copies of documents, including document certification as required.• Data entry – Accurately select and enter document/hearing activity codes and data into CASES/JOIN.• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.• Receive, examine, enter, file, issue and distribute court documents.• Review and prepare documentation for judiciary and parties.• Act as Commissioner for Oaths.			

- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, other applications for court processes.
- Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

LOCATION: WETASKIWIN LAW COURTS

Address: 4605-51 Street, Wetaskiwin, AB

DESW AB12783	Job Title	Classification	Schedule
1	Senior Deputy Clerk	Senior Deputy Clerk	Monday to Friday 8:15-4:30 pm

Essential Service Work Functions

- Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW AB12784	Job Title	Classification	Schedule
8	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15-4:30 pm

Essential Service Work Functions

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, other applications for court processes.
- Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers, maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

DISTRICT 4

LOCATION: FORT MCMURRAY COURT HOUSE

Address: 9700 Franklin Avenue, Fort McMurray, AB

DESW AB12785	Job Title	Classification	Schedule
1	Senior Court Supervisor	Senior Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process. • Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures. • Ensure documents filed at court counter adhere to applicable legislation, and judicial direction. 			

- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/information, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW	Job Title	Classification	Schedule
AB12786			
9	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/information, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, other applications for court processes.
- Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

LOCATION: FORT SASKATCHEWAN COURT HOUSE

Address: 10504 – 100 Avenue, Fort Saskatchewan, AB

DESW AB12787	Job Title	Classification	Schedule
1	Senior Court Supervisor	Senior Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW AB12788	Job Title	Classification	Schedule
5	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.

- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, other applications for court processes.
- Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers. Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

LOCATION: LEDUC COURT HOUSE

Address: 4612 – 50 Street, Leduc, AB

DESW AB12789	Job Title	Classification	Schedule
1	Senior Court Supervisor	Senior Deputy Clerk	Monday to Friday 8:15-4:30 pm

Essential Service Work Functions

- Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.

- Review and prepare documentation for judiciary and parties.
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW AB12790	Job Title	Classification	Schedule
4	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15-4:30 pm

Essential Service Work Functions

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, other applications for court processes.
- Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers, maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

LOCATION: SHERWOOD PARK

Address: 190 Chippewa Road, Sherwood Park, AB

DESW AB12791	Job Title	Classification	Schedule
1	Senior Court Supervisor	Senior Deputy Clerk	Monday to Friday 8:15-4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.• Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.• Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.• Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.• Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).• Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.• Perform duties of judicial clerk / senior judicial clerk as required.			

DESW AB12792	Job Title	Classification	Schedule
3	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15-4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, prepare courtrooms, facilitating hearings).• Ensure accuracy of the court record (endorsements & FTR).• Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.• Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).• Perform searches and provide copies of documents, including document certification as required.• Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.• Receive, examine, enter, file, issue and distribute court documents.• Review and prepare documentation for judiciary and parties.• Act as Commissioner for Oaths.			

- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, other applications for court processes.
- Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

LOCATION: GRANDE PRAIRIE COURT HOUSE

Address: 10260-99 Street, Grande Prairie, AB

DESW AB12793	Job Title	Classification	Schedule
2	Senior Court Supervisor	Senior Deputy Clerk	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW AB12794	Job Title	Classification	Schedule
11	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday – Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, other applications for court processes.
- Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers. Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

LOCATION: HIGH LEVEL COURT HOUSE

Address: 10106-100 Avenue, High Level, AB

DESW AB12795	Job Title	Classification	Schedule
1	Senior Court Supervisor	Senior Deputy Clerk	Monday to Friday 8:15-4:30 pm

Essential Service Work Functions

- Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and

<p>Commissioner for Oaths, as applicable.</p> <ul style="list-style-type: none"> • Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc. • Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR). • Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers. • Perform duties of judicial clerk / senior judicial clerk as required.
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DESW AB12796	Job Title	Classification	Schedule
3	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15-4:30 pm

Essential Service Work Functions
<ul style="list-style-type: none"> • Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, prepare courtrooms, facilitating hearings). • Ensure accuracy of the court record (endorsements & FTR). • Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings. • Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies). • Perform searches and provide copies of documents, including document certification as required. • Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN. • Ensure documents filed at court counter adhere to applicable legislation, and judicial direction. • Receive, examine, enter, file, issue and distribute court documents. • Review and prepare documentation for judiciary and parties. • Act as Commissioner for Oaths. • Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable. • Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc. • Cashier duties for filing applications, fine payments, other applications for court processes. • Interpreter arrangements and compensation. • Restitution and Bail disbursements. • Preparing return on applications for record suspension or U.S. entry waivers. • Maintenance, continuity, control and cataloguing of exhibits. • Warrant control. • Travel to circuit locations, as required.

LOCATION: HIGH PRAIRIE COURT HOUSE

Address: 4911-53 Avenue, High Prairie, AB

DESW AB12797	Job Title	Classification	Schedule
1	Senior Court Supervisor	Senior Deputy Clerk	Monday to Friday 8:15-4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process. • Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures. • Ensure documents filed at court counter adhere to applicable legislation, and judicial direction. • Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable. • Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc. • Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR). • Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers. • Perform duties of judicial clerk / senior judicial clerk as required. 			

DESW AB12798	Job Title	Classification	Schedule
6	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15-4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, prepare courtrooms, facilitating hearings). • Ensure accuracy of the court record (endorsements & FTR). • Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings. • Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies). • Perform searches and provide copies of documents, including document certification as required. • Data entry – Accurately select and enter document/hearing activity codes and data into CASES/JOIN. • Ensure documents filed at court counter adhere to applicable legislation, and judicial direction. • Receive, examine, enter, file, issue and distribute court documents. • Review and prepare documentation for judiciary and parties. • Act as Commissioner for Oaths. 			

- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, other applications for court processes.
- Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers. Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

LOCATION: HINTON COURT HOUSE

Address: 237 Jasper Street, Hinton, AB

DESW	Job Title	Classification	Schedule
AB12799			
1	Senior Court Supervisor	Senior Deputy Clerk	Monday to Friday 8:15-4:30 pm

Essential Service Work Functions

- Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/information, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW	Job Title	Classification	Schedule
AB12800			
6	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15-4:30 pm

Essential Service Work Functions

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, other applications for court processes.
- Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

LOCATION: PEACE RIVER COURT HOUSE

Address: 9905 – 97 Avenue, Peace River, AB

DESW AB12801	Job Title	Classification	Schedule
1	Senior Court Supervisor	Senior Deputy Clerk	Monday to Friday 8:15-4:30 pm

Essential Service Work Functions

- Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.

- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW	Job Title	Classification	Schedule
AB12802			
4	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15-4:30 pm

Essential Service Work Functions

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, other applications for court processes.
- Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

LOCATION: ST. ALBERT COURT HOUSE

Address: 3 St. Anne Street, St. Alberta, AB

DESW AB12803	Job Title	Classification	Schedule
1	Senior Court Supervisor	Senior Deputy Clerk	Monday to Friday 8:15-4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.• Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.• Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.• Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.• Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).• Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.• Perform duties of judicial clerk / senior judicial clerk as required.			

DESW AB12804	Job Title	Classification	Schedule
6	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15-4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, prepare courtrooms, facilitating hearings).• Ensure accuracy of the court record (endorsements & FTR).• Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.• Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).• Perform searches and provide copies of documents, including document certification as required.• Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.• Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.• Receive, examine, enter, file, issue and distribute court documents.• Review and prepare documentation for judiciary and parties.• Act as Commissioner for Oaths.			

- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, other applications for court processes.
- Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

LOCATION: STONY PLAIN COURTHOUSE

Address: 4711-44 Avenue, Stony Plain, AB

DESW AB12805	Job Title	Classification	Schedule
2	Senior Court Supervisor	Senior Deputy Clerk	Monday to Friday 8:15-4:30 pm

Essential Service Work Functions

- Oversee all administrative matters relating to the civil, family and youth, criminal and traffic court process.
- Supervise and schedule judicial clerks for courtroom and counter/registry duties, and identify workload pressures.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Exercise authority as Deputy Clerk of the Court, non-presiding Justice of the Peace, and Commissioner for Oaths, as applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Ensure/audit accuracy of the court record (e.g. endorsements, exhibit control, FTR).
- Financial duties – Assess fees, collect monies payable to court, enter payments, issue receipts, balance and prepare bank deposits. Process fee waivers.
- Perform duties of judicial clerk / senior judicial clerk as required.

DESW AB12806	Job Title	Classification	Schedule
11	Senior Judicial Clerk / Judicial Clerk	Senior Judicial Clerk / Judicial Clerk	Monday to Friday 8:15-4:30 pm

Essential Service Work Functions

- Courtroom management duties (e.g. prepare files/documentation for scheduled hearings, exhibit control, liaising with judges, prepare courtrooms, facilitating hearings).
- Ensure accuracy of the court record (endorsements & FTR).
- Schedule trials/hearings for all types of court sittings, including trials, preliminary inquiries, fatality inquiries, hearings, dispositions, pre-trial conferences, and case management meetings.
- Assistance to the Public/Legal Community (e.g. public counter duties, collection of fines and other funds, entering payment and accounting for trust monies).
- Perform searches and provide copies of documents, including document certification as required.
- Data entry – Accurate selection and entry of document/hearing activity codes and other data into CASES/JOIN.
- Ensure documents filed at court counter adhere to applicable legislation, and judicial direction.
- Receive, examine, enter, file, issue and distribute court documents.
- Review and prepare documentation for judiciary and parties.
- Act as Commissioner for Oaths.
- Duties as non-presiding justice of the Peace (e.g. issuance of process, swearing of Informations), if applicable.
- Quasi-judicial functions – e.g. non-contested first appearances for criminal matters outside of the courtroom, accept pleas, grant/extend time to pay, assess default, certify non-appearance, screen violation tickets/informations, enter convictions, confirm/cancel/issue process, sign release orders, warrants, summonses, subpoenas, quash/nullify tickets, etc.
- Cashier duties for filing applications, fine payments, other applications for court processes.
- Interpreter arrangements and compensation.
- Restitution and Bail disbursements.
- Preparing return on applications for record suspension or U.S. entry waivers.
- Maintenance, continuity, control and cataloguing of exhibits.
- Warrant control.
- Travel to circuit locations, as required.

Court of Justice Judicial

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	12
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	5
Total number of bargaining unit members required fulfill DESW positions during essential services operations	37
Total number required to support the essential service operations	54

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

Note: Administrative functions will be performed to ensure unimpeded and uninhibited access to the courts. There may be a need to prioritize functions based on the schedule of the courts and therefore some work functions may be delayed or suspended based on operational requirements.

LOCATION: CALGARY COURT CENTRE

Address: 601 – 5th Street SW, Calgary, AB
Provincial Court Civil (19th Floor South)

DESW	Job Title	Classification	Schedule
AB12807			
1	Judicial Assistant	Legal Administration 2	Monday – Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Administrative support to the judiciary
 - Accurately prepare and distribute judicial correspondence, documents, judgments, fatality inquiry reports, bulletins etc.
 - Record, maintain, update daily schedule for each Judge advising in advance of upcoming appointments, commitments, seized matters or changes thereto.
 - Securing travel arrangements for the Judiciary including mode of transportation and accommodation. Prepare and distribute expense claims.
 - Schedule and prepare agenda for the Judges’ meetings, as well as take, prepare and distribute minutes of the meetings.
- File maintenance and control – File judicial records and other documents, maintain security and integrity of filing system for judicial records, and retrieve records for judiciary or authorized personnel.
- Partner with the Trial Coordinator – Advise trial coordinator of changes to judicial schedules, scheduling conflicts, and approval status of the judges monthly assignment schedule.
- Assist the Public/Legal Community – Answer inquiries from public, legal community and other sources, record and distribute messages, ensuring critical/urgent information is identified, and misdirected inquiries are redirected.

DESW AB12808	Job Title	Classification	Schedule
1	Trial Coordinator	Administrative Support 5	Monday to Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Partner with the Judicial Scheduler – Advise judicial scheduler to matters scheduled for court, scheduling conflicts, and approval status of the judges monthly assignment schedule. • Assist the Public/Legal Community – Schedule trial matters, JDRs and PTCs for self-represented accused and the Legal Community. 			

Provincial Court Criminal

DESW AB12809	Job Title	Classification	Schedule
1	Team Lead/Executive Assistant to Assistant Chief Justice	Legal Administration 3	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Responsible for supervision of Judicial Assistants from Calgary Criminal/Regional; Central Alberta and Southern Alberta. • Judicial scheduling, adjust court assignments for current day/week and monitor changes that may be required to the published electronic judges’ schedule and ensure the assigned judges are informed of changes. Act as liaison with trial coordinator, clerk, Crown and Defence • Monitor court schedule for any changes and ensures Case Management Office and Judicial Scheduler are informed that assignments are adjusted as may be required. • Case Management/Pretrial Conferences – receive requests, make arrangements, prepare correspondence. • Filing and distribution of fatality inquiry reports and completed judgments. • File and distribute completed judgments in accordance with directives and court procedure. • Provide direction to counsel on behalf of Judge, keep Judicial Scheduler/Trial Coordinator informed of progress, and ensures all parties are present and notifies judge when they are ready to proceed. • Reviews background information of matters requiring judges attention and relay discrepancies/concerns. • Copying dockets, information, exhibits to enable judge to respond effectively. • Maintain a diary for assigned judges, and provide ongoing technical expertise and assistance to judges. • Coordinate judges’ travel arrangements to enable the judge to attend court sittings in other locations. • Maintain filing system to track file continuations to bring forward on behalf of assigned judge. • Prepare French language judgments. • Acts as frontline representative of judges’ chambers. Acts as initial contact for court staff, federal and provincial government officials, members of the legal profession, law enforcement agencies, and the public. 			

- Primary phones, secondary phones, mail retrieval and distribution to judiciary.
- Prepares conviction forms and related correspondence on behalf of the Senior Manager, Provincial Court Criminal following requests received from the public and government agencies for documentation relating to pardons, immigration, US entry waivers, Visas, etc.
- Sign for and take continuity of all original exhibits entered to Fatality Inquiries, prepare detailed list or chart of exhibits, seal to be sent to the Fatality Inquiries Coordinator, ensuring continuity of exhibits.
- Follows policy for notification of release of reports to the Minister of Justice, family, counsel, media and other parties with status at fatality inquiry.
- Processing of highly confidential search warrants and one party wiretap applications.
- Ensures officers attending in Chambers have complete documentation before seeing the Judge.
- Provides Direction of regarding return of documentation and maintains security of all documentation.

DESW AB12810	Job Title	Classification	Schedule
8	Judicial Assistant	Legal Administration 2	Monday to Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Administrative support to the judiciary
 - Accurately prepare and distribute judicial correspondence, documents, judgments, fatality inquiry reports, bulletins etc.
 - Record, maintain, update daily schedule for each Judge advising in advance of upcoming appointments, commitments, seized matters or changes thereto.
 - Securing travel arrangements for the Judiciary including mode of transportation and accommodation. Prepare and distribute expense claims.
 - Schedule and prepare agenda for the Judges' meetings, as well as take, prepare and distribute minutes of the meetings.
- File maintenance and control – File judicial records and other documents, maintain security and integrity of filing system for judicial records, and retrieve records for judiciary or authorized personnel.
- Partner with the Trial Coordinator – Advise trial coordinator of changes to judicial schedules, scheduling conflicts, and approval status of the judges monthly assignment schedule.
- Assist the Public/Legal Community – Answer inquiries from public, legal community and other sources, record and distribute messages, ensuring critical/urgent information is identified, and misdirected inquiries are redirected.
- Digital Judicial Authorization – processing judicial authorization applications electronically. This is a highly sensitive function that requests utmost attention to detail, privacy and confidentiality.

Provincial Court Family and Youth

DESW AB12811	Job Title	Classification	Schedule
1	Team Lead/Executive Assistant to ACJ	Legal Administration 3	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Responsible for supervision of Judicial Assistants from Calgary and Edmonton Civil and Family & Youth Courts.
- Provide and supporting the provision of administrative support to the Assistant Chief Judge and judiciary (PC Family & Youth Calgary, PC Civil Calgary, Lethbridge, Medicine Hat) to ensure provincially consistent application of governing policies and procedures and quality administrative support.
- In collaboration with the Assistant Chief Judges, prepare the court schedule and assignments ensuring proper, ethical, and equitable assignment and distribution of caseload among judges.
- Judicial scheduling, adjust court assignments for current day/week and monitor changes that may be required to the published electronic judges' schedule and ensure the assigned judges are informed of changes. Act as liaison with trial coordinator, clerk, Crown and Defence
- Monitor court schedule for any changes and ensures Case Management Office and Judicial Scheduler are informed that assignments are adjusted as may be required.
- Supervise the preparation and formatting of judicial decisions and ensuring appropriate stakeholders receive judicial decisions in an effective and timely manner.
- Manage procedural requirements related to case management and judicial dispute resolution conferences to ensure the accurate production of correspondence, agreements, communication and liaison between the judiciary and the public.
- Ensure the ACJ or sitting judge promptly deals with any telephone apprehension applications.
- Delivery of financial and administrative support services to ensure effective and efficient management of business processes.

DESW	Job Title	Classification	Schedule
AB12812			
2	Judicial Assistant	Legal Administration 2	Monday to Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Administrative support to the judiciary, including
 - Accurately prepare and distribute judicial correspondence, documents, judgments, fatality inquiry reports, bulletins etc.
 - Record, maintain, update daily schedule for each Judge advising in advance of upcoming appointments, commitments, seized matters or changes thereto.
 - Securing travel arrangements for the Judiciary including mode of transportation and accommodation. Prepare and distribute expense claims.
 - Schedule and prepare agenda for the Judges' meetings, as well as take, prepare and distribute minutes of the meetings.
- File maintenance and control – File judicial records and other documents, maintain security and integrity of filing system for judicial records, and retrieve records for judiciary or authorized personnel.
- Partner with the Trial Coordinator – Advise trial coordinator of changes to judicial schedules, scheduling conflicts, and approval status of the judges' monthly assignment schedule.
- Assist the Public/Legal Community – Answer inquiries from public, legal community and other sources, record and distribute messages, ensuring critical/urgent information is identified, and misdirected inquiries are redirected.

LOCATION: EDMONTON LAW COURTS BUILDING

Address: 1A Churchill Square, Edmonton, AB
Provincial Court Civil (6th Floor North)

DESW AB12813	Job Title	Classification	Schedule
1	Judicial Assistant	Legal Administration 2	Monday to Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Administrative support to the judiciary, including<ul style="list-style-type: none">○ Accurately prepare and distribute judicial correspondence, documents, judgments, fatality inquiry reports, bulletins etc.○ Record, maintain, update daily schedule for each Judge advising in advance of upcoming appointments, commitments, seized matters or changes thereto.○ Securing travel arrangements for the Judiciary including mode of transportation and accommodation. Prepare and distribute expense claims.○ Schedule and prepare agenda for the Judges' meetings, as well as take, prepare and distribute minutes of the meetings.• File maintenance and control – File judicial records and other documents, maintain security and integrity of filing system for judicial records, and retrieve records for judiciary or authorized personnel.• Partner with the Trial Coordinator – Advise trial coordinator of changes to judicial schedules, scheduling conflicts, and approval status of the judges monthly assignment schedule.• Assist the Public/Legal Community – Answer inquiries from public, legal community and other sources, record and distribute messages, ensuring critical/urgent information is identified, and misdirected inquiries are redirected.			

DESW AB12814	Job Title	Classification	Schedule
1	Trial Coordinator	Administrative Support 5	Monday to Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Partner with the Judicial Scheduler – Advise judicial scheduler to matters scheduled for court, scheduling conflicts, and approval status of the judges monthly assignment schedule.• Assist the Public/Legal Community – Schedule trial matters, JDRs and PTCs for self-represented accused and the Legal Community.			

Provincial Court Criminal (5th Floor North)

DESW AB12815	Job Title	Classification	Schedule
1	Team Lead/Executive Assistant to ACJ	Legal Administration 3	Monday to Friday 8:15 am -4:30 pm
Essential Service Work Functions			

- Responsible for supervision of Judicial Assistants from Edmonton/Edmonton Region and the North.
- Judicial scheduling, adjust court assignments for current day/week and monitor changes that may be required to the published electronic judges' schedule and ensure the assigned judges are informed of changes. Act as liaison with trial coordinator, clerk, Crown and Defence.
- Monitor court schedule for any changes and ensures Case Management Office and Judicial Scheduler are informed that assignments are adjusted as may be required.
- Case Management/Pretrial Conferences – receive requests, make arrangements, prepare correspondence.
- Filing and distribution of fatality inquiry reports and completed judgments.
- File and distribute completed judgments in accordance with directives and court procedure.
- Provide direction to counsel on behalf of Judge, keep Judicial Scheduler/Trial Coordinator informed of progress, and ensures all parties are present and notifies judge when they are ready to proceed.
- Reviews background information of matters requiring judges attention and relay discrepancies/concerns.
- Copying dockets, information, exhibits to enable judge to respond effectively.
- Maintain a diary for assigned judges, and provide ongoing technical expertise and assistance to judges.
- Coordinate judges' travel arrangements to enable the judge to attend court sittings in other locations.
- Maintain filing system to track file continuations to bring forward on behalf of assigned judge.
- Prepare French language judgments.
- Acts as frontline representative of judges' chambers. Acts as initial contact for court staff, federal and provincial government officials, members of the legal profession, law enforcement agencies, and the public.
- Primary phones, secondary phones, mail retrieval and distribution to judiciary.
- Prepares conviction forms and related correspondence on behalf of the Senior Manager, Provincial Court Criminal following requests received from the public and government agencies for documentation relating to pardons, immigration, US entry waivers, Visas, etc.
- Sign for and take continuity of all original exhibits entered to Fatality Inquiries, prepare detailed list or chart of exhibits, seal to be sent to the Fatality Inquiries Coordinator, ensuring continuity of exhibits.
- Follows policy for notification of release of reports to the Minister of Justice, family, counsel, media and other parties with status at fatality inquiry.
- Processing of highly confidential search warrants and one party wiretap applications.
- Ensures officers attending in Chambers have complete documentation before seeing the Judge
- Provides Direction of regarding return of documentation and maintains security of all documentation.

DESW	Job Title	Classification	Schedule
AB12816			
8	Judicial Assistant	Legal Administration 2	Monday to Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Administrative support to the judiciary, including <ul style="list-style-type: none"> ○ Accurately prepare and distribute judicial correspondence, documents, judgments, fatality inquiry reports, bulletins, etc. 			

- Record, maintain, update daily schedule for each Judge advising in advance of upcoming appointments, commitments, seized matters or changes thereto.
- Securing travel arrangements for the Judiciary including mode of transportation and accommodation. Prepare and distribute expense claims.
- Schedule and prepare agenda for the Judges’ meetings, as well as take, prepare and distribute minutes of the meetings.
- File maintenance and control – File judicial records and other documents, maintain security and integrity of filing system for judicial records, and retrieve records for judiciary or authorized personnel.
- Partner with the Trial Coordinator – Advise trial coordinator of changes to judicial schedules, scheduling conflicts, and approval status of the judges’ monthly assignment schedule.
- Assist the Public/Legal Community – Answer inquiries from public, legal community and other sources, record and distribute messages, ensuring critical/urgent information is identified, and misdirected inquiries are redirected.
- Digital Judicial Authorization – processing judicial authorization applications electronically. This is a highly sensitive function that requests utmost attention to detail, privacy and confidentiality.

Provincial Court Family and Youth

DESW AB12817	Duration	Job Title	Classification	Schedule
1	First 72 hours	Judicial Assistant	Legal Administration 2	Monday to Friday 8:15 am -4:30 pm
2	After 72 hours			
Essential Service Work Functions				
<ul style="list-style-type: none"> ● Administrative support to the judiciary, including <ul style="list-style-type: none"> ○ Accurately prepare and distribute judicial correspondence, documents, judgments, fatality inquiry reports, bulletins, etc. ○ Record, maintain, update daily schedule for each Judge advising in advance of upcoming appointments, commitments, seized matters or changes thereto. ○ Securing travel arrangements for the Judiciary including mode of transportation and accommodation. Prepare and distribute expense claims. ○ Schedule and prepare agenda for the Judges’ meetings, as well as take, prepare and distribute minutes of the meetings. ● File maintenance and control – File judicial records and other documents, maintain security and integrity of filing system for judicial records, and retrieve records for judiciary or authorized personnel. ● Partner with the Trial Coordinator – Advise trial coordinator of changes to judicial schedules, scheduling conflicts, and approval status of the judges monthly assignment schedule. ● Assist the Public/Legal Community – Answer inquiries from public, legal community and other sources, record and distribute messages, ensuring critical/urgent information is identified, and misdirected inquiries are redirected. 				

Chief Judges Office

DESW AB12818	Job Title	Classification	Schedule
2	Judicial Assistant	Legal Administration 2	Monday to Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Management of all judicial and Justice of the Peace appointments, reappointments and retirements to ensure timely, accurate, and complete documents are prepared and processed for Minister’s consideration and subsequent appointment. • Assist with overall administration of the Alberta Judicial Council for Provincial Court Judges – arranging interviews, meetings, compiling assessment sheets, maintaining procedural manual. • Supporting investigations into complaints about Judges and Justices of the Peace to the Chief Judge and the Judicial Council. • Administrative support and highly confidential correspondence for the Chief Judge, Deputy Chief Judge and Senior Legal Counsel to the Chief. • Prepare letters, reports, general correspondence, spreadsheets, charts, graphs. • Logistical support for meetings, Monitor actions arising from same and ensure completion. • Coordinating correspondence and briefing materials such as legal, letters, reports, memoranda, action requests. • Effective diary management and BF system, prioritizing matters for action. • Manage Provincial court Judges professional allowance, Code expense claims from judge travel between circuit points, or for other purposes as required. • Code expense claims and reviewing monthly financial report to ensure expenses are paid as submitted, and are not improperly charged to office of Chief Judge. • Making travel arrangements and expense claims. • Respond to general inquiries from various sources. • Coordinating correspondence, briefing materials. • Respond to general inquiries from the public or other sources. • Manage the bar admission file for Northern Alberta from initial contact of student to final disposition to Law Society. • Backup duties for reception, telephone, mail and records management. • Track and Monitor actions arising from various meetings to ensure completion on time. • Verifies legal text and quotations for judgments. 			

LOCATION: GRANDE PRAIRIE

Address: 10260-99 Street, Grande Prairie, AB

DESW AB12819	Duration	Job Title	Classification	Schedule
1	First 72 hours	Judicial Assistant	Legal Administration 2	Monday to Friday 8:15 am -4:30 pm
2	After 72 hours			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Administrative support to the judiciary, including 				

- Accurately prepare and distribute judicial correspondence, documents, judgments, fatality inquiry reports, bulletins, etc.
- Record, maintain, update daily schedule for each Judge advising in advance of upcoming appointments, commitments, seized matters or changes thereto.
- Securing travel arrangements for the Judiciary including mode of transportation and accommodation. Prepare and distribute expense claims.
- Schedule and prepare agenda for the Judges' meetings, as well as take, prepare and distribute minutes of the meetings.
- File maintenance and control – File judicial records and other documents, maintain security and integrity of filing system for judicial records, and retrieve records for judiciary or authorized personnel.
- Partner with the Trial Coordinator – Advise trial coordinator of changes to judicial schedules, scheduling conflicts, and approval status of the judges monthly assignment schedule.
- Assist the Public/Legal Community – Answer inquiries from public, legal community and other sources, record and distribute messages, ensuring critical/urgent information is identified, and misdirected inquiries are redirected.
- Digital Judicial Authorization – processing judicial authorization applications electronically. This is a highly sensitive function that requests utmost attention to detail, privacy and confidentiality.

LOCATION: LETHBRIDGE

Address: 320-4 Street S, Lethbridge, AB

DESW AB12820	Job Title	Classification	Schedule
1	Trial Coordinator	Administration 2	Monday to Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> ● Assess and evaluate court files to determine if protocol and legislative requirements have been met. ● Assess and evaluate matters for case management purposes and actively case managing files in compliance with protocols defined by the Assistant Chief Judge. ● Monitor all cases and conferring on an ongoing basis with various stakeholders to ensure that cases will proceed. ● Compile, maintain, and evaluate statistical data for the Assistant Chief Judge. ● Work collaboratively and in consultation with the Judicial Scheduler. ● Identify and advise the Assistant Chief Judge of any areas or issues requiring his attention. ● Efficiently manage the coordinating and scheduling of trials/hearings for all types of Provincial Court sittings, and all required resources. ● Provide assistance to the various stakeholders and interpreting and answering procedural questions in relation to relevant legislation, policies, procedures and directions of the Court. ● Ensures that matters are ready to proceed to trial and that litigants and the Crown have access to the courts. 			

DESW AB12821	Duration	Job Title	Classification	Schedule
1	First 72 hours	Judicial Assistant	Legal Administration 2	Monday to Friday 8:15 am -4:30 pm
2	After 72 hours			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Administrative support to the judiciary, including <ul style="list-style-type: none"> ○ Accurately prepare and distribute judicial correspondence, documents, judgments, fatality inquiry reports, bulletins, etc. ○ Record, maintain, update daily schedule for each Judge advising in advance of upcoming appointments, commitments, seized matters or changes thereto. ○ Securing travel arrangements for the Judiciary including mode of transportation and accommodation. Prepare and distribute expense claims. ○ Schedule and prepare agenda for the Judges' meetings, as well as take, prepare and distribute minutes of the meetings. • File maintenance and control – File judicial records and other documents, maintain security and integrity of filing system for judicial records, and retrieve records for judiciary or authorized personnel. • Partner with the Trial Coordinator – Advise trial coordinator of changes to judicial schedules, scheduling conflicts, and approval status of the judges monthly assignment schedule. • Assist the Public/Legal Community – Answer inquiries from public, legal community and other sources, record and distribute messages, ensuring critical/urgent information is identified, and misdirected inquiries are redirected. • Digital Judicial Authorization – processing judicial authorization applications electronically. This is a highly sensitive function that requests utmost attention to detail, privacy and confidentiality. 				

LOCATION: MEDICINE HAT

Address: 460-1 Street SE, Medicine Hat, AB

DESW AB12822	Job Title	Classification	Schedule
1	Judicial Assistant	Legal Administration 2	Monday to Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Administrative support to the judiciary, including <ul style="list-style-type: none"> ○ Accurately prepare and distribute judicial correspondence, documents, judgments, fatality inquiry reports, bulletins, etc. ○ Record, maintain, update daily schedule for each Judge advising in advance of upcoming appointments, commitments, seized matters or changes thereto. ○ Securing travel arrangements for the Judiciary including mode of transportation and accommodation. Prepare and distribute expense claims. ○ Schedule and prepare agenda for the Judges' meetings, as well as take, prepare and distribute minutes of the meetings. 			

- File maintenance and control – File judicial records and other documents, maintain security and integrity of filing system for judicial records, and retrieve records for judiciary or authorized personnel.
- Partner with the Trial Coordinator – Advise trial coordinator of changes to judicial schedules, scheduling conflicts, and approval status of the judges monthly assignment schedule.
- Assist the Public/Legal Community – Answer inquiries from public, legal community and other sources, record and distribute messages, ensuring critical/urgent information is identified, and misdirected inquiries are redirected.
- Digital Judicial Authorization – processing judicial authorization applications electronically. This is a highly sensitive function that requests utmost attention to detail, privacy and confidentiality.

LOCATION: RED DEER

Address: 4909-48 Avenue, Red Deer, AB

DESW AB12823	Duration	Job Title	Classification	Schedule
1	First 72 hours	Judicial Assistant	Legal Administration 2	Monday to Friday 8:15 am -4:30 pm
2	After 72 hours			

Essential Service Work Functions

- Administrative support to the judiciary, including
 - Accurately prepare and distribute judicial correspondence, documents, judgments, fatality inquiry reports, bulletins, etc.
 - Record, maintain, update daily schedule for each Judge advising in advance of upcoming appointments, commitments, seized matters or changes thereto.
 - Securing travel arrangements for the Judiciary including mode of transportation and accommodation. Prepare and distribute expense claims.
 - Schedule and prepare agenda for the Judges’ meetings, as well as take, prepare and distribute minutes of the meetings.
- File maintenance and control – File judicial records and other documents, maintain security and integrity of filing system for judicial records, and retrieve records for judiciary or authorized personnel.
- Partner with the Trial Coordinator – Advise trial coordinator of changes to judicial schedules, scheduling conflicts, and approval status of the judges monthly assignment schedule.
- Assist the Public/Legal Community – Answer inquiries from public, legal community and other sources, record and distribute messages, ensuring critical/urgent information is identified, and misdirected inquiries are redirected.
- Digital Judicial Authorization – processing judicial authorization applications electronically. This is a highly sensitive function that requests utmost attention to detail, privacy and confidentiality.

Resolution Services

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	10
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	57
Total number required to support the essential service operations	67

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

Note: Administrative functions will be performed to ensure unimpeded and uninhibited access to the courts. There may be a need to prioritize functions based on the schedule of the courts and therefore some work functions may be delayed or suspended based on operational requirements.

Assessment Services (7th Floor South)

LOCATION: CALGARY COURT CENTRE

Address: 601 – 5 Street SW, Calgary, AB

DESW AB12824	Job Title	Classification	Schedule
1	Team Lead, Family Court Counsellor	Human Service Worker 6	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Supervise and schedule family court counsellors and related staff, and identify workload pressures. • Screening, Assessment and Referral – including determining needs, interest, and legal status as well as domestic violence and safety risks, to provide resolution options and refer client to appropriate family services. • Court support – Provide ongoing assessment, information, support, guidance and assistance to clients before, during and after caseflow conferences and/or court. Present neutral and objective case overview to the court. Follow directions of judiciary. • Administration – Provide referral documentation, proper record preparation and management, data entry. • Perform duties as caseflow coordinator, if required. 			

DESW AB12825	Job Title	Classification	Schedule
12	Family Court Counsellor	Human Service Worker 5	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Screening, Assessment and Referral – including determining needs, interest, and legal status as well as domestic violence and safety risks, to provide resolution options and refer client to appropriate family services. • Court support – Provide ongoing assessment, information, support, guidance and assistance to clients before, during and after caseload conferences and/or court. Present neutral and objective case overview to the court. Follow directions of judiciary. • Administration – Provide referral documentation, proper record preparation and management, data entry. Act as Commissioner for Oaths. 			

Dispute Resolution Delivery (7th Floor and 8th Floor South)

DESW AB12826	Job Title	Classification	Schedule
1	Civil Mediation Coordinator	Human Service Worker 6	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Screen all disputed court files for mediation and select those matters that are deemed suitable • Set down matters for mediation and assign mediators. • Supervise, direct and support service providers and staff. • Identify workload pressures and address any issues that arise. 			

DESW AB12827	Job Title	Classification	Schedule
1	DRO Clerk	Administration 1	Monday to Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Administration of the Dispute Resolution Officer (DRO) program – Schedule DRO meetings, and assist lawyers and litigants with setting down DRO meetings including preparation and filing of court documents. Pull and prepare case files before and after meetings. • Maintain filing and diarization system, track payments to DRO officers, and prepare correspondence to DRO officers and parties. • Prepare court orders arising from DRO meetings, prepare child support calculations as required. • Assistance to the public – Answer inquiries, provide appropriate referrals, act as Commissioner for Oaths. • Other duties as judicial clerk / senior judicial clerk as required. 			

DESW AB12828	Job Title	Classification	Schedule
1	Resolution Services Program Support	Administrative Support 5	Monday – Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Administrative duties relating to civil mediation matters scheduled at the Calgary Courts Centre. • Schedule civil mediation meetings, and assist lawyers and litigants with setting down civil mediation sessions including preparation and filing of court documents. Pull and prepare case files before and after meetings. • Maintain filing and diarization system, track payments to civil mediators, and prepare correspondence to roster mediators and parties. • Prepare documentation arising from civil mediation meetings. • Assistance to the public – Answer telephone and in-person inquiries, provide appropriate referrals, act as Commissioner for Oaths. 			

Information Services (Main Floor and 7th Floor South)

DESW AB12829	Job Title	Classification	Schedule
1	Team Lead Information Services	Administration 1	Monday – Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Supervise and schedule Information Coordinators, FLIC/CGO clerks and related staff, and identify workload pressures. • Assistance to the public – Answer telephone and in-person inquiries, provide information about RCAS programs and services, court processes and documentation, alternatives to court action, appropriate referrals, act as Commissioner for Oaths. • Review clients' court forms to ensure appropriate completion. Prepare/confirm child support calculations. • Attendance in Masters, Justice and Family Law Chambers in KB QB as court generated orders clerk to prepare orders for self-represented litigants, matters addressing family violence, or other matters at the direction of the court. 			

DESW AB12830	Job Title	Classification	Schedule
5	Information Coordinator	Administrative Support 6	Monday – Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Attendance in Masters, Justice and Family Law Chambers in KB as court generated orders clerk to prepare orders for self-represented litigants, matters addressing family violence, or other matters at the direction of the court. 			

- Assistance to the public – Answer telephone and in-person inquiries, provide information about RCAS programs and services, court processes and documentation, alternatives to court action, appropriate referrals, act as Commissioner for Oaths.
- Review clients’ court forms to ensure appropriate completion. Prepare/confirm child support calculations.

Family Mediation (7th Floor South)

DESW AB12831	Job Title	Classification	Schedule
1	Family Mediation Team Lead	Human Service Worker 6	Monday – Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Conduct court ordered Family Mediation and Child Protection and Intervention mediation services, including follow-up documentation and/or correspondence with participants. • Respond to direct referrals from the Courts for mediation of appropriate disputes. • Screening of referrals – including determining needs, interest, and legal status as well as domestic violence and safety risks, to provide resolution options and refer client to appropriate family services if mediation is not appropriate. 			

Assessment Services

LOCATION: JOHN E. BROWNLEE BUILDING

Address: 10365 – 97 Street, Edmonton, AB

DESW AB12832	Job Title	Classification	Schedule
1	Team Lead, Family Court Counsellor	Human Services Worker 6	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Supervise and schedule family court counsellors and related staff, and identify workload pressures. • Screening, Assessment and Referral – including determining needs, interest, and legal status as well as domestic violence and safety risks, to provide resolution options and refer client to appropriate family services. • Court support – Provide ongoing assessment, information, support, guidance and assistance to clients before, during and after caseload conferences and/or court. Present neutral and objective case overview to the court. Follow directions of judiciary. • Administration – Provide referral documentation, proper record preparation and management, data entry. • Exercise delegated duties as clerk of the court, including filing applications and other court documents, ensuring adherence to applicable legislation, and judicial direction. • Perform duties as caseload coordinator, if required. 			

DESW AB12833	Job Title	Classification	Schedule
13	Family Court Counsellor/ Caseflow Coordinator	Human Services Worker 5	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Screening, Assessment and Referral – including determining needs, interest, and legal status as well as domestic violence and safety risks, to provide resolution options and refer client to appropriate family services. • Court support – Provide ongoing assessment, information, support, guidance and assistance to clients before, during and after caseflow conferences and/or court. Present neutral and objective case overview to the court. Follow directions of judiciary. • Administration – Provide referral documentation, proper record preparation and management, data entry. Act as Commissioner for Oaths. 			

Dispute Resolution Delivery (8th Floor)

DESW AB12834	Job Title	Classification	Schedule
1	Regional Family Mediation and DRO/CSR Coordinator	Human Service Worker 6	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Conduct court ordered Family Mediation and Child Protection and Intervention mediation services, including follow-up documentation and/or correspondence with participants. • Respond to direct referrals from the Courts for mediation of appropriate disputes. • Screening of referrals – including determining needs, interest, and legal status as well as domestic violence and safety risks, to provide resolution options and refer client to appropriate family services if mediation is not appropriate. • Supervise, direct and support DRO Clerk and CSR Clerk and service providers. Identify workload pressures and address any issues that arise. 			

DESW AB12835	Job Title	Classification	Schedule
1	Civil Mediation Coordinator	Human Service Worker 6	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Screen all disputed court files for mediation and select those matters that are deemed suitable • Set down matters for mediation and assign mediators. • Supervise, direct and support service providers and staff. • Identify workload pressures and address any issues that arise. 			

DESW AB12836	Job Title	Classification	Schedule
1	Child Support Resolution (CSR) Clerk	Administration 1	Monday to Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Administration of the Child Support Resolution (CSR) program – Schedule CSR meetings, and assist lawyers and litigants with setting down CSR meetings including preparation and filing of court documents. Pull and prepare case files before and after meetings.
- Maintain filing and diarization system, track payments to CSR officers, and prepare correspondence to CSR officers and parties.
- Prepare court orders arising from CSR meetings, prepare child support calculations as required.
- Assistance to the public – Answer inquiries, provide appropriate referrals, act as Commissioner for Oaths.
- Other duties as judicial clerk / senior judicial clerk as required.

DESW AB12837	Job Title	Classification	Schedule
1	Resolution Services Program Support (Civil)	Administrative Support 5	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Administrative duties relating to civil mediation matters scheduled.
- Schedule civil mediation meetings, and assist lawyers and litigants with setting down civil mediation sessions including preparation and filing of court documents. Pull and prepare case files before and after meetings.
- Maintain filing and diarization system, track payments to civil mediators, and prepare correspondence to roster mediators and parties.
- Prepare documentation arising from civil mediation meetings.
- Assistance to the public – Answer telephone and in-person inquiries, provide appropriate referrals, act as Commissioner for Oaths.

Information Services

LOCATION: 8TH FLOOR, JOHN E. BROWNLEE BUILDING

Address: 10365 – 97 Street, Edmonton, AB

DESW AB12838	Job Title	Classification	Schedule
1	Team Lead, Information Services	Administration 1	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Supervise and schedule Information Coordinators, FLIC/CGO clerks and related staff, and identify workload pressures.
- Assistance to the public – Answer telephone and in-person inquiries, provide information about RCAS programs and services, court processes and documentation, alternatives to court action, appropriate referrals, act as Commissioner for Oaths.
- Review clients’ court forms to ensure appropriate completion. Prepare/confirm child support calculations.
- Attendance in Masters, Justice and Family Law Chambers in KB as court generated orders clerk to prepare orders for self-represented litigants, matters addressing family violence, or other matters at the direction of the court.

DESW AB12839	Job Title	Classification	Schedule
5	Information Coordinator	Administrative Support 6	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Attendance in Masters, Justice and Family Law Chambers in KB as court generated orders clerk to prepare orders for self-represented litigants, matters addressing family violence, or other matters at the direction of the court.
- Assistance to the public – Answer telephone and in-person inquiries, provide information about RCAS programs and services, court processes and documentation, alternatives to court action, appropriate referrals, act as Commissioner for Oaths.
- Review clients’ court forms to ensure appropriate completion. Prepare/confirm child support calculations.

Family Mediation

LOCATION: EDMONTON – 8TH FLOOR, JOHN E. BROWNLEE BUILDING

Address: 10365 – 97 Street, Edmonton, AB

DESW AB12840	Job Title	Classification	Schedule
1	Family Mediation Team Lead	Human Services Worker 6	Monday-Friday 8:15am-4:30pm

Essential Service Work Functions

- Conduct court ordered Family Mediation and Child Protection and Intervention mediation services, including follow-up documentation and/or correspondence with participants.
- Respond to direct referrals from the Courts for mediation of appropriate disputes.
- Screening of referrals – including determining needs, interest, and legal status as well as domestic violence and safety risks, to provide resolution options and refer client to appropriate family services if mediation is not appropriate.

LOCATION: GRANDE PRAIRIE COURT HOUSE

Address: 10260-99 Street, Grande Prairie, AB

Assessment Services

DESW AB12841	Job Title	Classification	Schedule
1	Team Lead, Family Court Counsellor	Human Services Worker 6	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Supervise and schedule family court counsellors, information coordinators and related staff, and identify workload pressures.• Screening, Assessment and Referral – including determining needs, interest, and legal status as well as domestic violence and safety risks, to provide resolution options and refer client to appropriate family services.• Court support – Provide ongoing assessment, information, support, guidance and assistance to clients before, during and after caseflow conferences and/or court. Present neutral and objective case overview to the court. Follow directions of judiciary.• Administration – Provide referral documentation, proper record preparation and management, data entry.• Exercise delegated duties as clerk of the court, including filing applications and other court documents, ensuring adherence to applicable legislation, and judicial direction.• Perform duties as caseflow coordinator, if required.			

DESW AB12842	Job Title	Classification	Schedule
2	Family Court Counsellor	Human Services Worker 5	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Screening, Assessment and Referral – including determining needs, interest, and legal status as well as domestic violence and safety risks, to provide resolution options and refer client to appropriate family services.• Court support – Provide ongoing assessment, information, support, guidance and assistance to clients before, during and after caseflow conferences and/or court. Present neutral and objective case overview to the court. Follow directions of judiciary.• Administration – Provide referral documentation, proper record preparation and management, data entry. Act as Commissioner for Oaths.• Chair caseflow conferences and exercise quasi-judicial authority to adjourn matters, ensure administrative requirements are met, prepare consent orders, record outcomes and enter relevant data. Ensure emergent cases are scheduled for court in a timely fashion, and assist the parties to explore areas of consent and alternative methods of resolution.			

Information Services

DESW AB12843	Job Title	Classification	Schedule
1	Information Coordinator	Administrative Support 6	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Attendance in Masters, Justice and Family Law Chambers in KB as court generated orders clerk to prepare orders for self-represented litigants, matters addressing family violence, or other matters at the direction of the court. • Assistance to the public – Answer telephone and in-person inquiries, provide information about RCAS programs and services, court processes and documentation, alternatives to court action, appropriate referrals, act as Commissioner for Oaths. • Review clients’ court forms to ensure appropriate completion. Prepare/confirm child support calculations. 			

LOCATION: LETHBRIDGE COURT HOUSE

Address: 320-4 Street S, Lethbridge, AB

Information Services

DESW AB12844	Job Title	Classification	Schedule
1	Information Coordinator	Administrative Support 6	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Attendance in Masters, Justice and Family Law Chambers in KB as court generated orders clerk to prepare orders for self-represented litigants, matters addressing family violence, or other matters at the direction of the court. • Assistance to the public – Answer telephone and in-person inquiries, provide information about RCAS programs and services, court processes and documentation, alternatives to court action, appropriate referrals, act as Commissioner for Oaths. • Review clients’ court forms to ensure appropriate completion. Prepare/confirm child support calculations. 			

LOCATION: MEDICINE HAT COURT HOUSE

Address: 460-1 Street SE, Medicine Hat, AB

Information Services

DESW AB12845	Job Title	Classification	Schedule
1	Information Coordinator	Administrative Support 6	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Attendance in Masters, Justice and Family Law Chambers in KB as court generated orders clerk to prepare orders for self-represented litigants, matters addressing family violence, or other matters at the direction of the court.• Assistance to the public – Answer telephone and in-person inquiries, provide information about RCAS programs and services, court processes and documentation, alternatives to court action, appropriate referrals, act as Commissioner for Oaths.• Review clients' court forms to ensure appropriate completion. Prepare/confirm child support calculations.			

LOCATION: RED DEER COURT HOUSE

Address: 460-1 Street SE, Red Deer, AB

Information Services

DESW AB12846	Job Title	Classification	Schedule
1	Team Lead, Information Services (Regional)	Administration 1	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none">• Supervise and schedule Information Coordinators, FLIC/CGO clerks and related staff, and identify workload pressures.• Assistance to the public – Answer telephone and in-person inquiries, provide information about RCAS programs and services, court processes and documentation, alternatives to court action, appropriate referrals, act as Commissioner for Oaths.• Review clients' court forms to ensure appropriate completion. Prepare/confirm child support calculations.• Attendance in Masters, Justice and Family Law Chambers in KB as court generated orders clerk to prepare orders for self-represented litigants, matters addressing family violence, or other matters at the direction of the court.			

DESW AB12847	Job Title	Classification	Schedule
2	Information Coordinator	Administrative Support 6	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Attendance in Masters, Justice and Family Law Chambers in KB as court generated orders clerk to prepare orders for self-represented litigants, matters addressing family violence, or other matters at the direction of the court. • Assistance to the public – Answer telephone and in-person inquiries, provide information about RCAS programs and services, court processes and documentation, alternatives to court action, appropriate referrals, act as Commissioner for Oaths. • Review clients' court forms to ensure appropriate completion. Prepare/confirm child support calculations. 			

Transcript Management Services

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	1
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	11
Total number required to support the essential service operations	12

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

Note: Administrative functions will be performed to ensure unimpeded and uninhibited access to the courts. There may be a need to prioritize functions based on the schedule of the courts and therefore some work functions may be delayed or suspended based on operational requirements.

LOCATION: CALGARY COURT CENTRE

Address: 601-5 Street SW, Calgary, AB

DESW AB12848	Job Title	Classification	Schedule
1	Team Lead	Administration 2	Monday to Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Supervise and schedule transcript management services staff, and identify workload pressures. 			

- Oversee the coordination of transcript assignments to contract typists, the provision of cost estimates, the uploading of court audio, and ensuring completion of transcript orders within required timelines.
- Accounting responsibilities, ensuring accuracy of deposits, payments to contractors, and refunds to external customers. Weekly reporting of P-Card transactions for internal transcript orders. Cover off for accounting clerk as required.
- Oversee fulfilment of audio orders to external clients.
- Liaise with external vendor regarding any issues with online platform used by internal and external clients to order transcripts.

DESW	Job Title	Classification	Schedule
AB12849			
1	Audio Quality Control/ Assurance Coordinator	Program Services 4	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- Supervise and schedule transcript management services staff, and identify workload pressures.
- Oversee the coordination of transcript assignments to contract typists, the provision of cost estimates, the uploading of court audio, and ensuring completion of transcript orders within required timelines.
- Supervise appeal clerks and appeal records assignments/workload.
- Oversight of court audio recording quality control and assurance for the RCAS division.
- Liaise with external vendor regarding any issues with online platform used by internal and external clients to order transcripts.
- Liaise with Court of Appeal regarding evolving requirements for preparation of appeal records.

DESW	Job Title	Classification	Schedule
AB12850			
1	Accounting Clerk	Administrative Support 4	Monday to Friday 8:15 am -4:30 pm

Essential Service Work Functions

- Provide accounting and billing service to Transcript Management Services.
- Ensure compliance with proper accounting principles. Account for revenues and remit to the Minister of Treasury Board and Finance.
- Monitor accounts payable and accounts receivable. Pursue balances owing by email.
- Prepare cost estimates for customers.
- Monthly reconciliation of two bank accounts (transcripts, appeal records).
- Verification of payments made to transcribers/vendors, and amounts billed to Transcript Management Services by transcribers/vendors.
- Assistance to clients and public – respond to customer inquiries by telephone or email.
- Cashier duties as required.
- Deliver and retrieve mail and process cheques received.

DESW AB12851	Job Title	Classification	Schedule
6	Audio Clerk / Appeal Records Clerk	Administrative Support 5	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Prepare cost estimates for customers. • Process orders for transcripts, assign orders to vendors, review transcripts produced by vendors, and release completed transcripts to clients. • Assistance to clients and public – respond to customer inquiries by telephone or email. • Prepare copies of transcripts or appeal books, including photocopying and binding. • Data entry – Accurate selection and entry of document/hearing activity codes and other data into court case management (JOIN/CASES) or transcript management databases. • Deliver and retrieve mail. • Preparation of Appeal Records, including accessing court records, in accordance with Court of Appeal requirements and timelines to file an appeal. 			

LOCATION: RED DEER COURT HOUSE

Address: 4909 – 48 Avenue, Red Deer, AB

DESW AB12852	Job Title	Classification	Schedule
1	Court Reporter Scheduler	Administrative Support 5	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Scheduling Court Reporters to scheduled King’s Bench criminal court hearings throughout the province. • Assigning transcript orders to vendors and quality control review of transcripts before release to internal and external clients. • Working with provincial King’s Bench trial and court coordinators to verify status of upcoming court dates to ensure court reporter attendance if requested/required by the judiciary. • Assist with processing of invoices from and payments to contract court reporters resulting from completed court reporting and transcription assignments. 			

DESW AB12853	Job Title	Classification	Schedule
1	Contracts and Issues Resolution Coordinator	Program Support 4	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Oversees contracting and procurement process with outside transcribers / transcription firms and court reporters / court reporting companies. • Assist with processing of invoices from and payments to contract court reporters resulting from completed court reporting and transcription assignments. 			

- Investigate any transcript quality issues identified by external and internal clients.
- Update and maintain “Universal Transcript Format” manual referenced by transcribers and for use in production of transcripts for all three levels of court in Alberta.

Court Technology Services

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	4
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	14
Total number of bargaining unit members required fulfill DESW positions during essential services operations	3
Total number required to support the essential service operations	21

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

Note: Administrative functions will be performed to ensure unimpeded and uninhibited access to the courts. There may be a need to prioritize functions based on the schedule of the courts and therefore some work functions may be delayed or suspended based on operational requirements.

LOCATION: 1ST FLOOR, JOHN E. BROWNLEE BUILDING

Address: 1st Floor, 10365-97 Street, Edmonton, AB

DESW	Classification	Job Title	Schedule
AB12854			
1	Video Conference Coordinator	Information and Creative Technical Services 3	Monday to Friday 8:15am - 4:30 pm
Essential Work functions			
<ul style="list-style-type: none"> • Utilize an extensive background knowledge of Court procedures to coordinate video conference bookings between all parties (Alberta Courts, Alberta Crown Prosecution Service, Correction Centres, Defence Counsel, Witnesses, 3rd party Video Conference providers) and ensure that all Rules of Court and Judicial direction are met. • Large volumes of daily Video conference bookings require arrangements to be completed 30 days in advance of scheduled use in Court. Delays will impact the ability to meet deadlines and affect normal operations of Court. • Manage and support video conferencing system hardware and software located in 75 locations across the province. • Provide critical outage response by immediately attending to issues that affect Court and utilize specific Video Conference and Webex knowledge to resolve the situation with the least amount of downtime. 			

- An in-depth knowledge of all of the clients utilizing the courtroom and how they use the technology in the courtroom is necessary in order to ensure that everyone has a clear understanding of how to use the courtroom technology to meet their specific business needs and provide instruction as necessary.

LOCATION: CALGARY COURTS CENTRE

Address: 601- 5 Street SW, Calgary, AB

DESW AB12855	Classification	Job Title	Schedule
1	Video Conference Coordinator	Information and Creative Technical Services 3	8:15am – 4:30 pm Monday to Friday
Essential Work functions			
<ul style="list-style-type: none"> • Utilize an extensive background knowledge of Court procedures to coordinate video conference bookings between all parties (Alberta Courts, Alberta Crown Prosecution Service, Correction Centres, Defence Counsel, Witnesses, 3rd party Video Conference providers) and ensure that all Rules of Court and Judicial direction are met. • Large volumes of daily Video conference bookings require arrangements to be completed 30 days in advance of scheduled use in Court. Delays will impact the ability to meet deadlines and affect normal operations of Court. • Manage and support video conferencing system hardware and software located in 75 locations across the province. • Provide critical outage response by immediately attending to issues that affect Court and utilize specific Video Conference and Webex knowledge to resolve the situation with the least amount of downtime • An in-depth knowledge of all of the clients utilizing the courtroom and how they use the technology in the courtroom is necessary in order to ensure that everyone has a clear understanding of how to use the courtroom technology to meet their specific business needs and provide instruction as necessary. 			

DESW AB12856	Classification	Job Title	Schedule
1	A/V System Specialist	Technologies 4	8:15am – 4:30 pm Monday to Friday
Essential Work functions			
<ul style="list-style-type: none"> • Utilize an extensive background knowledge of Court procedures and Court technology to support the operation of Courts and ensuring all participants (Judicial, Alberta Crown Prosecution Service, Correction Centres, Defense Counsel, Witnesses) are able to see, be seen, hear and be heard, as well as ensuring their ability to present evidence as needed. • Audio Visual System specialist provide support to all courtrooms in the province as well as boardrooms, JDR rooms, witness rooms, interview rooms, child friendly rooms and any other room with technology in the courts. 			

- Support Video Conferencing system hardware and located in 75 locations across the province.
- Provide critical outage response by immediately attending to issues that affect Court and utilize specific audio-visual knowledge to resolve the situations and equipment failures with the least amount of down time.
- An in-depth knowledge of all clients utilizing the courtroom and how they use the technology in the courtroom is necessary to ensure that everyone has a clear understanding of how to use the courtroom technology to meet their specific business needs and provide instruction as necessary.

Division: Legal Services Division

ESSENTIAL SERVICES REQUIREMENTS	TOTAL	
	First 72 Hours	After 72 Hours
Total number of capable and qualified managers to perform essential services *	131	131
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	1	1
Total number of bargaining unit members required fulfill DESW positions during essential services operations	31	53
Total number required to support the essential service operations	163	185

Evidence Production Team (EPT)

11th Floor, 102A Tower, City Centre Mall
10025-102A Ave, Edmonton, AB T5J 2Z2

DESW	Duration	Job Title	Classification	Schedule
AB12857				
2	First 72 hrs	Paralegal	Legal Administration 4	Monday - Friday 8:15 am - 4:30 pm
4	After 72 hrs			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Gather and produce records from across government ministries for use in court proceedings (note that timelines and scope of record production is a court ordered requirement). • Train the lawyers and staff on using the Nuix software, for the purpose of record review, including categorizing legally privileged records and other exceptions to disclosure. • Reviewing records for relevance, locating key evidence and redacting records. • Requesting quotes and managing large projects with outside vendors such as Ricoh and Heuristica. • Supporting lawyers in court, arbitration and questioning, including marking and logging exhibits, maintaining the trial record for appeal purposes. • Managing records received from other parties to litigation and judicial reviews, using Nuix. • Organizing electronic records and undertakings using Nuix. 				

DESW AB12858	Job Title	Classification	Schedule
1	Paralegal Supervisor	Legal Administration 5	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> Handles all tasks that are handled by EPT paralegals in LA 4 classification, plus the most complex matters Supervises work of LA4 paralegals, trains, and mentors them; troubleshoots software challenges 			

Constitutional and Aboriginal Law (CAL) - Edmonton

10th Floor, 102A Tower City Centre Mall
10025-102A Ave, Edmonton, AB T5J 2Z2

DESW AB12859	Duration	Job Title	Classification	Schedule
1	First 72 hrs	Paralegal	Legal Administration 4	Monday – Friday 8:15 am – 4:30 pm
2	After 72 hrs			
Essential Service Work Functions				
<ul style="list-style-type: none"> The CAL Team is responsible for all constitutional, treaty and aboriginal rights litigation involving the GoA, and all notices of constitutional questions served on the AG of Alberta. This litigation includes civil claims, judicial reviews, quasi-criminal prosecutions (when an aboriginal or treaty rights defence is raised or provincial legislation is challenged), references to the Court of Appeal of Alberta, and AG interventions in the Supreme Court of Canada and other jurisdictions on constitutional and aboriginal law issues. CAL Team lawyers also appear before boards and tribunals (like the Labour Relations Board and the Alberta Energy Regulator) on constitutional questions and manage and support all constitutional and aboriginal litigation matters handled by external counsel. Paralegals and legal assistants on the CAL Team support lawyers defending this high volume Constitutional and Aboriginal Law litigation. Paralegals handle drafting, filing, public-facing and internal stakeholder communications, client management, court bookings and many other tasks in these program areas with minimal lawyer supervision (i.e., they have specialized connections, experience, and knowledge that lawyers, and other support staff do not have). 				

DESW AB12860	Duration	Job Title	Classification	Schedule
2	First 72 hrs	Legal Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm
4	After 72 hrs			
Essential Service Work Functions				

- Drafting, formatting, and filing pleadings, briefs, factums, and other legal documents with the Courts.
- Meeting statutory, court and common law deadlines; the Government of Alberta as litigant before the civil courts cannot meet these deadlines or meet its obligations as a litigant without the support of legal assistants.

DESW AB12861	Duration	Job Title	Classification	Schedule
1	First 72 hrs	Research Specialist	Program Services 3/5	Monday - Friday 8:15 am - 4:30 pm
2	After 72 hrs			

Essential Service Work Functions

- Research specialist performs considerable historical research that feeds into defence for large Aboriginal Claims.
- Will perform required research for urgent court matters as they arise.

DESW AB12862	Job Title	Classification	Schedule
1	Office Supervisor	Legal Administration 5	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- The LA5 position is the office supervisor. The primary responsibility of the office supervisor is to provide operational leadership and expertise for the assigned team, including the supervision of all support staff positions

Civil Litigation – Edmonton

9th Floor, Peace Hills Trust Tower
10011 – 109 Street, Edmonton, AB T5J 3S8

DESW AB12863	Duration	Job Title	Classification	Schedule
3	First 72 hours	Paralegal	Legal Administration 4	Monday – Friday 8:15 am – 4:30 pm
4	After 72 hours			

Essential Service Work Functions

- Support lawyers litigating in specific client-based, high-volume program areas including: PSES – Civil Forfeiture Office; PSES – Corrections litigation; Justice – SSII – Fatality Inquiries; Justice – SSII – State Funding applications; Justice – SSII – Chief Firearms Officer

- Handle drafting, filing, public-facing and internal stakeholder communications, client management, court bookings and many other tasks in these program areas with minimal lawyer supervision (i.e. they have specialized connections, experience and knowledge that lawyers and other support staff do not have)
- These program areas involve statutory, court and common law deadlines; the Government of Alberta as litigant before the civil courts cannot meet these deadlines or its other obligations as litigant without the work of these paralegals
- Management and opted out / excluded staff are not familiar with and cannot perform these functions while still performing their functions as Officers of the Court
- The rationale for the proposed number is that there are six paralegals who perform these functions currently. Though there are two other paralegals on the team, they are not trained in the specific duties described, their assigned responsibilities are not as crucial to supporting the Government of Alberta's day to day obligations as litigant before the civil courts and in some cases can be put over to a later date, or could be managed by management or opted out / excluded staff.

DESW AB12864	Duration	Job Title	Classification	Schedule
2	First 72 hours	Legal Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm
4	After 72 hours			

Essential Service Work Functions

- Drafting, formatting, and filing pleadings, briefs, factums, and other legal documents with the Courts
- Meeting statutory, court and common law deadlines; the Government of Alberta as litigant before the civil courts cannot meet these deadlines or meet its obligations as a litigant without the support of legal assistants
- Management and opted out / excluded staff are not familiar with and cannot perform these functions while still fulfilling their obligations as Officers of the Court
- The rationale for the proposed number is that for a short period of time (up to 72 hours) and with careful triaging and prioritization of resources and skills, three legal assistants supported by significant input from management or opted out / excluded staff could handle the minimum requirements to allow the Government of Alberta to meet its day-to-day obligations as litigant before the civil courts.

DESW AB12865	Job Title	Classification	Schedule
1	Office Supervisor	Legal Administration 5	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions

- The LA5 position is the office supervisor. The primary responsibility of the office supervisor is to provide operational leadership and expertise for the assigned team, including the supervision of all support staff positions

Civil Litigation – Calgary

1710 Standard Life Building
639 – 5th Avenue S.W., Calgary, AB T2P 0M9

DESW AB12866	Duration	Job Title	Classification	Schedule
1	First 72 hours	Paralegal	Legal Administration 4	Monday – Friday 8:15 am – 4:30 pm
2	After 72 hours			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Support lawyers litigating in specific client-based, high-volume program areas including: PSES – Civil Forfeiture Office; Justice – SSII – Fatality Inquiries; Justice – SSII – State Funding applications. • Handle drafting, filing, public-facing and internal stakeholder communications, client management, court bookings and many other tasks in these program areas with minimal lawyer supervision (i.e., they have specialized connections, experience, and knowledge that lawyers, and other support staff do not have). • These program areas involve statutory, court and common law deadlines; the Government of Alberta as litigant before the civil courts cannot meet these deadlines or its other obligations as litigant without the work of these paralegals. • Management and opted out / excluded staff are not familiar with and cannot perform these functions while still fulfilling their obligations as Officers of the Court. 				

DESW AB12867	Duration	Job Title	Classification	Schedule
0	First 72 hours	Legal Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Drafting, formatting, and filing pleadings, briefs, factums, and other legal documents with the Courts. • Meeting statutory, court and common law deadlines; the Government of Alberta as litigant before the civil courts cannot meet these deadlines or meet its obligations as a litigant without the support of legal assistants. • Management and opted out / excluded staff are not familiar with and cannot perform these functions while still performing their function as Officers of the Court 				

- The rationale for the proposed number is that with careful triaging and prioritization of resources and skills, one legal assistant supported by significant input from management or opted out / excluded staff could handle the minimum requirements to allow the Government of Alberta to meet its day-to-day obligations as litigant before the civil courts. This is assuming that paralegal support is also available.

Saferoads

2nd Floor, Peace Hills Trust Tower
10011 – 109 Street, Edmonton, AB T5J 3S8

DESW AB12868	Job Title	Classification	Schedule
1	Paralegal	Legal Administration 4	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Supports SafeRoads Litigation within mandated timelines. • Responsible for preparing materials to support four litigators with high volume, and sometimes short timeline turnaround work. This includes producing the Record required for judicial review applications. • Responsible for communications with the Courts; maintaining calendars; scheduling hearings and interlocutory matters; and coordination with outside counsel to ensure timely hearings for interlocutory applications and judicial review hearings. • Track status of files to ensure outcomes are provided to SafeRoads Alberta and can be actioned appropriately to comply with the terms of the Court Orders. 			

Fascl Calgary (inclusive of OPGT)

1600 Standard Life Building
639 – 5th Avenue S.W, Calgary, AB T2P 0M9

DESW AB12869	Duration	Job Title	Classification	Schedule
4 (inclusive of OPGT)	First 72 hrs:	Legal Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm
6 (inclusive of OPGT)	After 72 hrs:			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Some tasks may be able to be done remotely. 				

- Represent the Director on all court matters under the *Child, Youth and Family Enhancement Act (CYFEA)* and the *Protection of Sexually Exploited Children Act (PSECA)*.
- Proceedings under the CYFEA have statutory timelines, e.g. Initial Custody Hearings must take place within 42 days after apprehension and cannot be adjourned.
- Provide court representation to Family Support Order Services and Child Support Services
- Represent the Central Authority for the Hague Convention on the Civil Aspects of International Child Abduction.
- Provide legal advice to and represent the Public Trustee and the Public Guardian in Court of King's Bench (KB) Civil Chambers (including Surrogate Court), Represented Adult Chambers, and Masters' Chambers.
- Manage and organize files and voluminous records in preparation for complex court proceedings.
- Update Trackers.
- Ensure each file is properly updated with the most current information in ProLaw Events.
- Assist in drafting and formatting correspondence and Briefs/Factums.
- Have expertise in procedural requirements for documents being prepared and filed at various levels of court.

DESW	Duration	Job Title	Classification	Schedule
AB12870				
1	First 72 hrs	Paralegal	Legal Administration 3	Monday – Friday 8:15 am – 4:30 pm (Some tasks may be able to be done remotely)
3	After 72 hrs			

Essential Service Work Functions

- Represent the Director on all court matters under the *Child, Youth and Family Enhancement Act (CYFEA)* and the *Protection of Sexually Exploited Children Act (PSECA)*.
- Proceedings under the CYFEA have statutory timelines, e.g. Initial Custody Hearings must take place within 42 days after apprehension and cannot be adjourned.
- Provide court representation to Family Support Order Services and Child Support Services.
- Represent the Central Authority for the Hague Convention on the Civil Aspects of International Child Abduction.
- Provide legal advice to and represent the Public Trustee and the Public Guardian in Court of King's Bench (KB) Civil Chambers (including Surrogate Court), Represented Adult Chambers, and Masters' Chambers.
- Communicate and coordinate with the client to obtain records for the purposes of disclosure in child protection, and other proceedings.
- Review and redact voluminous child protection files for the purposes of disclosure.
- Electronically disclose records to opposing counsel or self-represented individuals.
- Support lawyers in court proceedings.

DESW AB12871	Duration	Job Title	Classification	Schedule
1	First 72 hrs	Paralegal	Legal Administration 4	Monday – Friday 8:15 am – 4:30 pm (Some tasks may be able to be done remotely)
2	After 72 hrs			

Essential Service Work Functions

- Represent the Director on all court matters under the *Child, Youth and Family Enhancement Act (CYFEA)* and the *Protection of Sexually Exploited Children Act (PSECA)*.
- Proceedings under the CYFEA have statutory timelines, e.g. Initial Custody Hearings must take place within 42 days after apprehension and cannot be adjourned.
- Provide court representation to Family Support Order Services and Child Support Services
- Represent the Central Authority for the Hague Convention on the Civil Aspects of International Child Abduction.
- Provide legal advice to and represent the Public Trustee and the Public Guardian in Court of King’s Bench (KB) Civil Chambers (including Surrogate Court), Represented Adult Chambers, and Masters’ Chambers.
- MEP Paralegal.
- Review documents as required for Maintenance Enforcement program.
- Electronically disclose records to opposing counsel or self-represented individuals.
- Support lawyers in court proceedings.
- Assist in drafting Concise Letters, Briefs/Factums.
- CAL Paralegal in Calgary supports lawyers defending high volume and complex Constitutional and Aboriginal Law litigation.
- Paralegals handle drafting, filing, public-facing and internal stakeholder communications, client management, court bookings and many other tasks in these program areas with minimal lawyer supervision (i.e., they have specialized connections, experience, and knowledge that lawyers, and other support staff do not have).

DESW AB12872	Job Title	Classification	Schedule
1	Office Supervisor	Legal Administration 5	Monday – Friday 8:15 – 4:30 pm. (Some tasks may be able to be done remotely)

Essential Service Work Functions

- The LA5 position is the office supervisor. The primary responsibility of the office supervisor is to provide operational leadership and expertise for the assigned team, including the supervision of all support staff positions

Fascl Edmonton

13th Floor, 102A Tower
City Centre, 10025-102A Ave, Edmonton, AB T5J 2Z2

DESW AB12873	Duration	Job Title	Classification	Schedule
4	First 72 hrs	Legal Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm (Some tasks may be able to be done remotely)
6	After 72 hrs			

Essential Service Work Functions

- Represent the Director on all court matters under the *Child, Youth and Family Enhancement Act (CYFEA)* and the *Protection of Sexually Exploited Children Act*.
- Proceedings under the CYFEA have statutory timelines, e.g. Initial Custody Hearings must take place within 42 days after apprehension and cannot be adjourned.
- Provide court representation to Family Support Order Services and Child Support Services
- Represent the Central Authority for the Hague Convention on the Civil Aspects of International Child Abduction.
- Manage and organize files and voluminous records in preparation for complex court proceedings.
- Update Trackers.
- Ensure each file is properly updated with the most current information in ProLaw Events.
- Assist in drafting and formatting correspondence and Briefs/Factums.
- Have expertise in procedural requirements for documents being prepared and filed at various levels of court.
- Prepare Trial Binders.

DESW AB12874	Duration	Job Title	Classification	Schedule
1	First 72 hrs	Paralegal	Legal Administration 3	Monday – Friday 8:15 am – 4:30 pm (Some tasks may be able to be done remotely)
2	After 72 hrs			

Essential Service Work Functions

- Represent the Director on all court matters under the *Child, Youth and Family Enhancement Act (CYFEA)* and the *Protection of Sexually Exploited Children Act*.

- Proceedings under the CYFEA have statutory timelines, e.g. Initial Custody Hearings must take place within 42 days after apprehension and cannot be adjourned.
- Provide court representation to Family Support Order Services and Child Support Services
- Represent the Central Authority for the Hague Convention on the Civil Aspects of International Child Abduction.
- Communicate and coordinate with the client to obtain records for the purposes of disclosure in child protection, and other proceedings.
- Review and redact voluminous child protection files for the purposes of disclosure.
- Electronically disclose records to opposing counsel or self-represented individuals.
- Support lawyers in court proceedings.
- Assist in drafting Concise Letters, Briefs/Factums.

DESW AB12875	Job Title	Classification	Schedule
1	Paralegal	Legal Administration 4	Monday – Friday 8:15 am – 4:30 pm (Some tasks may be able to be done remotely)

Essential Service Work Functions

- Represent the Director on all court matters under the *Child, Youth and Family Enhancement Act* (CYFEA) and the *Protection of Sexually Exploited Children Act*.
- Proceedings under the CYFEA have statutory timelines, e.g. Initial Custody Hearings must take place within 42 days after apprehension and cannot be adjourned.
- Provide court representation to Family Support Order Services and Child Support Services
- Represent the Central Authority for the Hague Convention on the Civil Aspects of International Child Abduction.
- MEP Paralegal.
- Review documents as required for Maintenance Enforcement program.
- Electronically disclose records to opposing counsel or self-represented individuals.
- Support lawyers in court proceedings.
- Assist in drafting Concise Letters, Briefs/Factums.

DESW AB12876	Job Title	Classification	Schedule
1	Office Supervisor	Legal Administration 5	Monday – Friday 8:15 am – 4:30 pm (Some tasks may be able to be done remotely)

Essential Service Work Functions

- The LA5 position is the office supervisor. The primary responsibility of the office supervisor is to provide operational leadership and expertise for the assigned team, including the supervision of all support staff positions

Fascl Edmonton (OPGT)

4th floor, Brownlee Building
10365 – 97 Street, Edmonton, AB T5J3Z8

DESW AB12877	Duration	Job Title	Classification	Schedule
1	First 72 hrs	Legal Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm (Some tasks may be able to be done remotely)
2	After 72 hrs			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Legal officers on the FASCL (OPGT) team provide the following essential services: <ul style="list-style-type: none"> ○ Provide legal advice to and represent the Public Trustee and the Public Guardian in Court of King’s Bench (KB) Civil Chambers (including Surrogate Court), Represented Adult Chambers, and Masters’ Chambers. • Legal assistants support the FASCL (OPGT) team: <ul style="list-style-type: none"> ○ Manage and organize files and voluminous records in preparation for complex court proceedings ○ Ensure each file is properly updated with the most current information in ProLaw Events ○ Assist in drafting and formatting correspondence, Applications, Orders, and Briefs/Factums ○ Have expertise in procedural requirements for documents being prepared and filed at various levels of court. 				

Legal Services Division – Contingent Liability and Outside Counsel

4th Floor Bowker Building
9833 – 109 Street
Edmonton, AB T5K 2E8

DESW AB12878	Duration	Job Title	Classification	Schedule
0	First 72 hours	Paralegal	Legal Administration 4	Monday - Friday 8:15 am - 4:30 pm
1	After 72 hours			
Essential Service Work Functions				

- Supports the function of two Executive Directors in the Division who are responsible for the Government’s Contingent Liability process and the engagement of the majority of outside counsel across the GoA.
- Responsible for managing the Government’s Constingent Liability reporting process, to inform the GoA’s annual audited financial statements, working closely with the OAG and the accountable ED. An absence from this position could compromise the ability of the GoA to meet financial reporting obligations.
- This position tracks the invoices and payment of all outside counsel invoices that are sent to a common mailbox for all retainers on a daily basis across the Legal Services Division. This position communicates with lawyers responsible for managing retainers, with private law firms performing serivices and with positions in other departments that are responsible for payment of various retainers. An extended absence in this position would likely result in delay in payments to law firms. Particularly in an environment where other legal assistants who support the outside counsel process may be away from the office, this position is critical to ensure the tracking and payment of a portfolio of approximately \$25 million.

DESW AB12879	Duration	Job Title	Classification	Schedule
0	First 72 hrs	Legal Assistant	Legal Administration 2	Monday - Friday 8:15 am - 4:30 pm (Some tasks may be able to be done remotely)
1	After 72 hrs			

Essential Service Work Functions

- Support four Executive Directors within Legal Services on various matters including: Urgent ARTS requests, urgent briefing note preparation/formatting, urgent court matters as they arise.
- Manage and organize files and voluminous records in preparation for complex intergovenmental meetings or urgent court proceedings.
- Assist Paralegal with administrative tasks related to outside counsel invoices.
- Have expertise in the ARTS system to assist the Assistant Deputy Ministers Office (ADMO) with urgent ARTS matters.

Division: Strategy, Support and Integrated Initiatives

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	22
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	1
Total number of bargaining unit members required fulfill DESW positions during essential services operations	45
Total number required to support the essential service operations	68

Branch: Alberta chief Firearms Office (ACFO)

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	5
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	6*
Total number required to support the essential service operations	11

*Essential services to be performed by capable and qualified managers include managers that will be performing bargaining unit essential service cover off and /or may have essential service duties by the nature of their role. Additional ACFO staff may be required to attend court proceedings during a work stoppage.

LOCATION: EDMONTON, FIRST AND JASPER BUILDING

Address: 7th Floor, 10065 Jasper Ave, Edmonton AB

DESW	Job Title	Classification	Schedule
AB12880			
2*	Firearms Integration Specialist	Program Services 2	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Screen and assign of all incoming public safety concerns including domestic violence, and ITRAC. • Complete firearms prohibition notifications and issue notices of effect (s.6 of the <i>Firearms Act</i>). • Complete section 5 (<i>Firearms Act</i>) CPIC entries for revocations and refusals. • Action ATC applications for protection of life from imminent human threat inquiries. 			

- Action and issue ATC applications for employees within the armoured car industry.*

* Two (2) additional DESW's required from August 15-October 10th annually to support ATC application renewals for armoured car industry.

LOCATION: EDMONTON, FIRST AND JASPER BUILDING

Address: 7th Floor, 10065 Jasper Ave, Edmonton AB

Or

CALGARY, HARRY HAYS BUILDING

Address: 136, 220 – 4th Ave SE

Staff may be assigned out of either Edmonton or Calgary locations.

DESW AB12881	Job Title	Classification	Schedule
2	Firearms Agent	Programs Services 2	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Prepare legal documents such as affidavits and disclosure material to support requests by police agencies. • Revoke licences and refuse license applications with interim and final court ordered firearms prohibitions (s.6 <i>Firearms Act</i>) to support public safety. 			

DESW AB12882	Job Title	Classification	Schedule
2	Firearms Officer	Program Services 3	Monday - Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Firearms Officers with previously scheduled court commitments are obligated to attend. • Prepare legal documents, such as notices of refusal/revocation, court briefs, affidavits, production orders and disclosure material to support criminal trials involving firearms offences, preventative prohibition orders, or reference hearings. 			

Program: Justice Supports Branch

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services*	2
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	4
Total number required to support the essential service operations	6

LOCATION: CALGARY COURT CENTRE

Address: 601 – 5 Street SW, Calgary, AB
Law Library (5th Floor North)

DESW	Job Title	Classification	Schedule
AB12883			
2	Law Librarian	Program Services 3	Monday to Friday 8:15 am -4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide access to legal information resources and legal research services to the legal community (judiciary, crown prosecutors, lawyers, law students and court employees). 			

LOCATION: EDMONTON LAW COURTS BUILDING

Address: 1A Sir Winston Churchill Square, 2nd floor

DESW	Job Title	Classification	Schedule
AB12884			
2	Law Librarian	Program Services 4 / Program Services 3	Monday to Friday 8:15 am - 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide access to legal information resources and legal research services to the legal community (judiciary, crown prosecutors, lawyers, law students and court employees). 			

Program: Office of Chief Medical Examiner

ESSENTIAL SERVICES REQUIREMENTS	TOTAL	
	First 72 Hours	After 72 Hours
Total number of capable and qualified managers to perform essential services*	15	15
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	1	1
Total number of bargaining unit members required fulfill DESW positions during essential services operations	33	35
Total number required to support the essential service operations	49	51

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: EDMONTON (NEIL CRAWFORD PROVINCIAL BUILDING)

Address: 7007 116 Street NW, Edmonton, AB

DESW	Job Title	Classification	Schedule
AB12885			
4*	Forensic Pathology Technician/ Team Lead	Technologies 4 or 5	Monday to Friday 8:15 am – 4:30 pm

Essential Service Work Functions

- Safe logging in, storage and processing (post mortem examination) of decedents.
- Collect toxicology and histology specimens.
- Assisting Medical Examiners on autopsies.
- Assisting Medical Examiners with physical examination of bodies.
- Releasing bodies and personal effects to body transportation providers.

Foreseeable changes:

- Forensic Pathology Technician/Team Lead may require additional DESW's due rise in case load.

*** NOTE: DESW can be all team leads, all technicians, or a mixture of the two**

DESW	Job Title	Classification	Schedule
AB12886			
10*	Death Investigators/ Team Lead	Medical and Health 2 or 3	24/7 operation rotating shift schedule. Shift times: 6am-215pm, 7am-1515pm, 2pm-1015pm, 10pm-615am

Essential Service Work Functions			
<ul style="list-style-type: none"> • Responsive and coordinated provision of death investigation services. • Coordination of processing of new cases including transporting bodies from the scenes of death to safe holding facilities or direct to the Office of Chief Medical Examiner site offices. • Data entry into the IT system MEDIC. • Outside communication with stakeholders that include next of kin, transportation companies and funeral homes and emergency services. 			

*** NOTE: DESW can be all team leads, all technicians, or a mixture of the two**

DESW	Job Title	Classification	Schedule
AB12887			
1	Information Technology Officer	Program Services 4	Monday - Friday 8:15 am - 4:30 pm

Essential Service Work Functions			
<ul style="list-style-type: none"> • Deliver reliable information Technology Support Services required to support the essential services of the Office of the Chief Medical Examiner. • Resolution of day to day technical issues including the MEDIC system and/or relevant facility management. • Promote and support data integrity. 			

DESW	Duration	Job Title	Classification	Schedule
AB12888				
3	First 72 hours	Toxicology Scientist/ Toxicology Technologist	Technologies 5	Monday to Friday 8:15 am - 4:30 pm
5	After 72 hours			

Essential Service Work Functions				
<ul style="list-style-type: none"> • Logging in, storage and processing post-mortem toxicology samples for Edmonton and Calgary offices. • Test biological samples and/or paraphernalia. • Validate and provide quality assurance reports for the instrumentation in the toxicology lab. • Conduct, validate, and report toxicological findings to the Chief and Deputy Chief Toxicologist. 				

DESW	Job Title	Classification	Schedule
AB12889			
1	Toxicology Scientist	Science 4	Monday to Friday 8:15 am - 4:30 pm

Essential Service Work Functions			
<ul style="list-style-type: none"> • Logging in, storage and processing post-mortem toxicology samples for Edmonton and Calgary offices. • Test biological samples and/or paraphernalia. 			

- Validate and provide quality assurance reports for the instrumentation in the toxicology lab.
- Conduct, validate, and report toxicological findings to the Chief and Deputy Chief Toxicologist.
- Supervision of staff.

LOCATION: CALGARY

Address: 4070 Bowness Road NW, Calgary, AB

DESW AB12890	Job Title	Classification	Schedule
4*	Forensic Pathology Technician/ Team Lead	Technologies 4 or 5	Monday to Friday 8:15 am – 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Safe logging in, storage and processing (postmortem examination) of decedents. • Collect toxicology and histology specimens. • Assisting Medical Examiners on autopsies. • Assisting Medical Examiners with physical examination of bodies. • Releasing bodies and personal effects to body transportation providers. 			

*** NOTE: DESW can be all team leads, all technicians, or a mixture of the two**

DESW AB12891	Job Title	Classification	Schedule
10*	Death Investigators/ Team Lead	Medical and Health 2 or 3	24/7 operation rotating shift schedule. Saturday/Sunday Shift times: 6am-215pm, 2pm-1015pm, 945pm-6am Monday to Friday times: 545am-2pm, 6am-215pm, 8am- 415pm,930am-545pm, 1230pm- 845pm,3pm-1115pm, 945pm-6am.
Essential Service Work Functions			
<ul style="list-style-type: none"> • Responsive and coordinated provision of death investigation services. • Coordination of processing of new cases including transporting bodies from the scenes of death to safe holding facilities or direct to the Office of Chief Medical Examiner site offices. • Data entry into the IT system MEDIC. • Outside communication with stakeholders that include next of kin, transportation companies and funeral homes and emergency services. 			

*** NOTE: DESW can be all team leads, all technicians, or a mixture of the two**

DEPARTMENT: MUNICIPAL AFFAIRS

Division: Technical and Corporate Services

Program: Community & Technical Support

ESSENTIAL SERVICE REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services	0*
Total number of capable and qualified opted out & excluded staff to perform essential services	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	9
Total number required to support the essential service operations	9

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: COMMERCE PLACE

Address: 16th Floor, 10155 102 Street, Edmonton AB

DESW AB13500	Schedule	Job Title	Classification
6	Monday - Friday 9:00 a.m. – 3:00 p.m.	Provincial Administrator	Standards, Safety & Compliance 6 and 7
Essential Service Work Functions			
<ul style="list-style-type: none"> • Perform legislative requirements under the Safety Codes Act as it relates to life, health and safety. • Issue variances or code application. • Provide advice and evidence for appeals. 			
Foreseeable Changes			
<ul style="list-style-type: none"> • Subject to call back outside of the above noted hours if required. 			

DESW AB13501	Schedule	Job Title	Classification
1	Monday - Friday 8:15 a.m. – 4:30 p.m.	Regional Technical Advisor	Standard, Safety & Compliance 5
Essential Service Work Functions			
<ul style="list-style-type: none"> • Arson investigation and inspection. • Fire Services/ search and rescue. • Conduct fire code compliance inspections in the areas of the province not accredited. 			

<ul style="list-style-type: none"> • Issue fire licences. • Provide Support to the Provincial Emergency Coordination Centre (PECC).
Foreseeable Changes
<ul style="list-style-type: none"> • Subject to call back outside of the above noted hours if required.

LOCATION: PROVINCIAL GOVERNMENT BUILDING

Address: 4920 51 Street, Red Deer AB

DESW	Schedule	Job Title	Classification
AB13502			
1	Monday - Friday 9:00 a.m. – 3:00 p.m.	Provincial Administrator	Standards, Safety & Compliance 7
Essential Service Work Functions			
<ul style="list-style-type: none"> • Perform legislative requirements under the Safety Codes Act as it relates to life, health and safety. • Issue variances or code application. • Provide advice and evidence for appeals. 			
Foreseeable Changes			
<ul style="list-style-type: none"> • Subject to call back outside of the above noted hours if required. 			

DESW	Schedule	Job Title	Classification
AB13503			
1	Monday - Friday 8:15 a.m. – 4:30 p.m.	Regional Technical Advisor	Standard, Safety & Compliance 5
Essential Service Work Functions			
<ul style="list-style-type: none"> • Arson investigation and inspection. • Fire Services/ search and rescue. • Conduct fire code compliance inspections in the areas of the province not accredited. • Issue fire licences. • Provide Support to the Provincial Emergency Coordination Centre (PECC). 			
Foreseeable Changes			
<ul style="list-style-type: none"> • Subject to call back outside of the above noted hours if required. 			

DEPARTMENT: PUBLIC SAFETY AND EMERGENCY SERVICES

Division: Alberta Emergency Management Agency

Program: Alberta Provincial Emergency Coordination Centre (PECC)

Address: 12360 142 Street, Edmonton, AB

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services	
Total number of capable and qualified opted out & excluded staff to perform essential services	
Total number of bargaining unit members required fulfill DESW positions during essential services operations	
Total number required to support the essential service operations	

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

Emergency Triggers: Should the PECC be activated beyond level 1, staff from AEMA will need to return to work. The number of staff required may fluctuate depending on the level of activation (2-4) or the type of emergency (ex. Fire or flood).

DESW	Schedule	Job Title	Classification
AB13600			
		Provincial Duty Officer	Program Services 2 or 3
Essential Service Work Functions			
<ul style="list-style-type: none"> • Monitoring of potential and emerging threats to public safety. • Coordinating Government of Alberta response to emergency events. • Respond as single point of contact for communities in Alberta about emergency management. • Building, maintaining and promulgating as necessary, accurate and comprehensive situational awareness for the Province. 			

DESW	Schedule	Job Title	Classification
AB13601			
		Alberta Emergency Alert Warning Notification Coordinator (WNC)	Program Services 2, 3 or 4
Essential Service Work Functions			

<ul style="list-style-type: none"> Monitoring, alerting and technical/ administrative support to Albertan communities with regard to Alberta Emergency Alert.
Terms and Conditions
<ul style="list-style-type: none"> When Warning Notification Coordinator is on standby, they must be able to respond within 20-30 minutes from the time of the call. If the PECC is activated, then the DESW would need to be scheduled and present.

Program: Alberta First Responders Radio Communications System (AFRRCS)

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of positions to be filled with capable and qualified managers	[REDACTED]
Total number of positions to be filled with capable and qualified opted out & excluded staff	
Total number of bargaining unit members required fulfill DESW positions during essential services operations	
Total number required to support the essential service operations	
Foreseeable changes	
<ul style="list-style-type: none"> In the event of an emergency all staff may be required to report to work immediately to assist. Note: These positions are on standby in off hours. 	

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

Emergency Triggers: In addition to responding to provincial emergency situations the Alberta First Responders Radio Communications System is required to provide law enforcement agencies and emergency responders the network, network services and technical support for critical communications. In some extenuating circumstances they may be requested to support other provinces and the state of Montana.

LOCATION: ST. ALBERT PROVINCIAL BUILDING

Address: Main and Second Floor, Provincial Building, 30 Sir Winston Churchill Drive, St. Albert, AB

DESW	Schedule	Job Title	Classification
AB13602			
[REDACTED]	[REDACTED]	Alberta First Responders Radio Control Centre Operations Technical Advisor	Technologies 6
Essential Service Work Functions:			
<ul style="list-style-type: none"> Manages technical and engineering troubles with Agencies onboarding to AFRRCS. Maintains trouble logs. Interfaces with agency technical resources. 			

- Coordinates with the engineering support section on problem management.
- Researches and recommends solutions to network issues.
- Identifies systemic and potential warranty issues.
- Responds as required to emergencies and disasters.

DESW	Schedule	Job Title	Classification
AB13603			
█	█	Alberta First Responders Radio Control Centre Senior Support Technician	Technologies 5

- Essential Service Work Functions**
- Provide advanced encryption services that ensures secure communications.
 - Respond to agency requirements for cryptology and programing requirements, and/or technical problems.
 - Act as a contact point for all technological issues surrounding radio programming, key management and cryptology concerns from agencies.
 - Responds as required to emergencies and disasters.

DESW	Schedule	Job Title	Classification
AB13604			
█	█	Alberta First Responders Radio Control Centre Operations	Technologies 4
█	█	Telecommunications Support	
█	█	Technician	

- Essential Service Work Functions**
- Critical Network monitoring – monitoring traffic, alarms and system usage.
 - Agency trouble support – responds, analyze and address system errors and failures. Task and monitor service providers as required. Ensure sites are maintained as required. Attend sites throughout Alberta as required.
 - Response to emergencies and disasters – respond as required and tasked by first responders and Alberta Emergency Management Agency. Alberta First Responders Radio Control Centre has been tasked to law enforcement operations, interface fires and to site augmentations and failures.
 - Site support – ensure lease agreements and contractual obligations are maintained. Payments are completed as to contract agreements. Ensure service providers continue managed service agreements (satellite links, data links, etc.). Urgent procurement of goods and services to maintain sites (parts, service contracts – propane refuels, roads plowed for technician access, etc.).
 - Communications support to Alberta Emergency Management Agency.

Division: Strategy Supports and Integrated Initiatives

Program: Victims of Crime Assistance Program

Address: 10365 97 St NW, Edmonton, AB

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services	[REDACTED]
Total number of capable and qualified opted out & excluded staff to perform essential services	[REDACTED]
Total number of bargaining unit members required fulfill DESW positions during essential services operations	[REDACTED]
Total number required to support the essential service operations	[REDACTED]

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

DESW	Job Title	Classification	Schedule
AB13605			
[REDACTED]	VAP - Caseworker	Program Services 1	[REDACTED]

Essential Service Work Functions

- Responding to victims of crime calls, emails, faxes, and facilitating access to contracted crisis counselling supports (24/7 access).
- Providing information on how to navigate the criminal justice system process including updates on when court dates are, and when the victim is required to be in court.
- Providing emergency assistance funding, access to treatment services, and referrals to additional victim supports.
- Respond as a single point of contact for victims of crime relative to serious *Criminal Code (Canada)* offences impacting them.
- Provide support and information to external Victim Service Unit supports who are supporting victims of crime throughout Alberta.

DESW	Job Title	Classification	Schedule
AB13606			
[REDACTED]	Administrative Team Lead	Administration 1	[REDACTED]

Essential Service Work Functions

- Process intake from initial calls / emails / letters into the VAP program; review application and work with applicants to ensure complete information on intake, supporting documentation; answers front line questions.

DESW AB13607	Job Title	Classification	Schedule
█	Caseworker Supervisor	Program Services 4	█
Essential Service Work Functions			
<ul style="list-style-type: none"> • Coordination and supervision of intake. • Review application for eligibility or exceptions; reviews application for policy compliance. • Providing emergency assistance funding, access to treatment services, and referrals to additional victim supports. • Support applicants and information to applicants of serious violent crime; provide referrals, information, insure timely payments to victims. 			

Division: Correctional Services Division

Program: Community Corrections Branch

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (Week 1)	Medium term (Week 2)	Long term (Week 3)
Total number of capable and qualified managers to perform essential services*			
Total number of capable and qualified opted out & excluded staff to perform essential services			
Total number of bargaining unit members required to fulfill Designated Essential Service Worker (DESW) positions during essential services operations			
Total number required to support the essential service operations			

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role. After week 3 of a work stoppage the total number of DESW will rotate between medium-term and long-term numbers.

LOCATION: HEAD OFFICE (JOHN E. BROWNLEE BUILDING)

Address: 10365 97 Street, Edmonton, AB

DESW	Duration	Job Title	Classification	Schedule
AB13608				
		Senior Probation Officer	Correctional Service Worker (CSW) 3	

Essential Service Work Functions

- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs.
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.
- The Lead Coach provides support to frontline managers, supervisors, and peer coaches to ensure the consistent sustained application of EPICS in community corrections offices around the province.
- In addition, the Lead Coach plays a crucial role as a lead for project groups and key functions of Quality Management.
- Working to ensure evidence-based practice is a core foundation for quality assurance and the positive application of client service.

DESW AB13609	Job Title	Classification	Schedule
█	Administrative Support	Administrative Support 6	Monday - Friday 8:15 am-4:30 pm

Essential Service Work Functions

- Liaising with human resources and payroll.
- Responsible for telephone and in-person reception.
- Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers █ to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor purchases, and vendor accounts.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file.

Duties may include supervision:

- Supervises Administrative Support position(s)

LOCATION: AIRDRIE

DESW AB13610	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	█
█	█			
█	█			

Essential Service Work Functions

- Investigates and prepares factual reports under Adult and Youth offender programs.
- Provide effective case management services.
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

DESW AB13611	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 4	█
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> Responsible for telephone and in-person reception. Prepare a variety of time-sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports. Liaise with service providers █ to request service and resolve issues. Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines Sort and distribute mail Administer and maintain systems to monitor purchases, and vendor accounts. Entering timesheets Computer Site Coordinator for the office Data entry into ORCA (Offender Records and Correctional Administration) –electronic file <p>Duties may include supervision:</p> <ul style="list-style-type: none"> Supervises Administrative Support 3 position(s) 				

DESW AB13612	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 3	█
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screen and direct calls, and taking messages for assigned officers. As required, have clients fill out the applicable office reporting form. Data entry into the Offender Records and Correctional Administration. Sort and distribute incoming and outgoing mail. Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines. 				

LOCATION: BROOKS

DESW AB13613	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	█
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Investigates and prepares factual reports under Adult and Youth offender programs. • Provide effective case management services. • Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements. • Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained. 				
Foreseeable changes				
See above changes to required number of DESW after a period of time. The office will be closed for the first week of a strike or lockout.				

DESW AB13614	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 4	█
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Responsible for telephone and in-person reception. • Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports. • Liaise with service providers █ to request service and resolve issues. • Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines. • Sort and distribute mail. • Administer and maintain systems to monitor purchases, and vendor accounts. • Computer Site Coordinator for the office. • Data entry into ORCA (Offender Records and Correctional Administration) – electronic file. 				
Foreseeable changes				
See above changes to required number of DESW after a period of time. The office will be closed for the first week of a strike or lockout.				

LOCATION: CALGARY ADULT ATTENDANCE CENTRE

Address: 3838 Manchester Rd SE, Calgary, AB

DESW	Duration	Job Title	Classification	Schedule
AB13615				
█	█	Senior Probation Officer	Correctional Service Worker (CSW) 3	█
█	█			█
█	█			█

Essential Service Work Functions

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under adult offenders programs
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW	Duration	Job Title	Classification	Schedule
AB13616				
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	█
█	█			█
█	█			█
█	█			█
█	█			█
█	█			█

Essential Service Work Functions

- Investigates and prepares factual reports under adult offender programs.
- RePath app high monitoring which includes location tracking of the individual's cell phone
- Supervises Organized Crime clientele as well as High Risk sex offenders who require close monitoring to ensure public safety.
- Supervises all Conditional Sentence Orders for the City including conducting curfew compliance checks.
- Provide effective case management services.

- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

DESW AB13617	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 4	█
█	█			
█	█			

Essential Service Work Functions

- Responsible for telephone and in-person reception.
- Prepare a variety of time-sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers █ to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor purchases, and vendor accounts.
- Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file.

Duties may include supervision:

- Supervises Administrative Support 3 position(s).

DESW AB13618	Duration	Job Title	Classification	Schedule
█	█	Fine Option Coordinator	Administrative Support 4	█
█	█			
█	█			

Essential Service Work Functions

- Responsible for administering the Fine Option Program in Edmonton/Calgary.
- Assess client eligibility for Fine Option Program.
- Meet with client and register them within program, includes outlining program requirements.
- Case manage all active files registered in program.
- Gather relevant personal and demographic information required for data entry.
- Determine appropriate placement to community agency taking into consideration physical and mental capabilities.

- Liaise with Court Clerks (Traffic and Criminal), Fines Enforcement, Resolution and Court Services and other stakeholders.
- Liaise with out of Province offices to determine eligibility of fines.
- Identify and recruit community agencies to participate in the Fine Option Program; provide relationship management of community agencies.
- Liaise with community agencies maintaining ongoing contact to ensure proper supervision of offenders is provided.

DESW AB13619	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 3	

Essential Service Work Functions

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screen and direct calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.

LOCATION: CALGARY CORE (DOMINION CENTRE)

Address: #600, 665 8th Street SW, Calgary, AB

DESW AB13620	Duration	Job Title	Classification	Schedule
		Senior Probation Officer	Correctional Service Worker (CSW) 3	

Essential Service Work Functions

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs.
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW AB13621	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	█
█	█			
█	█			

Essential Service Work Functions

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services.
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

DESW AB13622	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Responsible for telephone and in-person reception.
- Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers (i.e., Xerox, Pitney Bowes, and Telus) to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor purchases, and vendor accounts.
- Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) -electronic file.

DESW AB13623	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screen and direct calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.

LOCATION: CALGARY SOUTH (WILLOW PARK CENTRE)

Address: #301 – 10325 Bonaventure Drive SE, Calgary, AB

DESW AB13624	Duration	Job Title	Classification	Schedule
█	█	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW AB13625	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services.
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

DESW	Duration	Job Title	Classification	Schedule
AB13626				
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Responsible for telephone and in-person reception.
- Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers █ to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor purchases, and vendor accounts.
- Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

Duties may include supervision:

- Supervises Administrative Support 3 position(s).

DESW	Duration	Job Title	Classification	Schedule
AB13627				
█	█	Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screen and direct calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.

LOCATION: CALGARY NORTH (BRAITHWAITE BOYLE CENTRE)

Address: #500, 1701 Centre Street North, Calgary, AB

DESW AB13628	Duration	Job Title	Classification	Schedule
█	█	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW AB13629	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services.
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community.

DESW AB13630	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 6	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Liaising with human resources and payroll
- in-person
- Prepare a variety of time-sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers █ to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders,

violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.

- Sort and distribute mail.
- Administer and maintain systems to monitor purchases and vendor accounts.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

Duties may include supervision:

- Supervises Administrative Support position(s).

DESW	Duration	Job Title	Classification	Schedule
AB13631				
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Responsible for telephone and in-person reception.
- Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers █ to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor purchases and vendor accounts.
- Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

Duties may include supervision:

- Supervises Administrative Support 3 position(s).

DESW	Duration	Job Title	Classification	Schedule
AB13632				
█	█	Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screen and direct calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.

- Data entry into the Offender Records and Correctional Administration.
- Sort and distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.

LOCATION: CAMROSE

DESW AB13633	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm

Essential Service Work Functions

- Investigates and prepares factual reports under Adult and Youth offender programs.
- Provide effective case management services.
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

DESW AB13634	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

Essential Service Work Functions

- Responsible for telephone and in-person reception.
- Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers [REDACTED] to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor purchases, and vendor accounts.
- Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file.

LOCATION: CANMORE

DESW AB13635	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Investigates and prepares factual reports under adult offender and youth programs. • Provide effective case management services. • Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements. • Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained. 				
Foreseeable changes				
See above changes to required number of DESW after a period of time. The office will be closed for the first week of a strike or lockout.				

LOCATION: COCHRANE

DESW AB13636	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Investigates and prepares factual reports under Adult and Youth offender programs. • Provide effective case management services. • Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements. • Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained. 				

DESW AB13637	Duration	Job Title	Classification	Schedule
█	█	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs.
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

LOCATION: COLD LAKE

DESW	Duration	Job Title	Classification	Schedule
AB13638				
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Investigates and prepares factual reports under Adult and Youth offender programs.
- Provide effective case management services.
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

Foreseeable changes

See above changes to required number of DESW after a period of time. The office will be closed for the first week of a strike or lockout.

DESW	Duration	Job Title	Classification	Schedule
AB13639				
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Responsible for telephone and in-person reception.
- Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers █ to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders,

<p>violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.</p> <ul style="list-style-type: none"> • Sort and distribute mail. • Administer and maintain systems to monitor purchases, and vendor accounts. • Entering timesheets. • Computer Site Coordinator for the office. • Data entry into ORCA (Offender Records and Correctional Administration) –electronic file
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LOCATION: DRAYTON VALLEY

DESW	Duration	Job Title	Classification	Schedule
AB13640				
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

<p>Essential Service Work Functions</p> <ul style="list-style-type: none"> • Investigates and prepares factual reports under Adult and Youth offender programs. • Provide effective case management services. • Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements. • Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.
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DESW	Duration	Job Title	Classification	Schedule
AB13641				
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

<p>Essential Service Work Functions</p> <ul style="list-style-type: none"> • Responsible for telephone and in-person reception. • Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports. • Liaise with service providers █ to request service and resolve issues. • Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines. • Sort and distribute mail. • Administer and maintain systems to monitor purchases, and vendor accounts. • Entering timesheets. • Computer Site Coordinator for the office. • Data entry into ORCA (Offender Records and Correctional Administration) –electronic file.

Foreseeable changes

See above changes to required number of DESW after a period of time. The office will be closed for the first week of a strike or lockout.

LOCATION: DRUMHELLER

DESW AB13642	Duration	Job Title	Classification	Schedule
		Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am- 4:30pm

Essential Service Work Functions

- Investigates and prepares factual reports under Adult and Youth offender programs.
- Provide effective case management services.
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

Foreseeable changes

See above changes to required number of DESW after a period of time. The office will be closed for the first week of a strike or lockout.

LOCATION: EDMONTON ATTENDANCE CENTRE

Address: Westbay Building 14605 134 Ave., Edmonton, AB

DESW AB13643	Duration	Job Title	Classification	Schedule
		Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday - Friday 8:15 am- 4:30 pm

Essential Service Work Functions

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult and Youth offender programs.
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW AB13644	Duration	Job Title	Classification	Schedule
[REDACTED]	[REDACTED]	Probation Officer	Correctional Service Worker (CSW) 1-2	8:15 am-4:30 pm & 4:15 pm-12:30 am per 6&3 schedule
[REDACTED]	[REDACTED]	Temporary Absence Worker	Correctional Service Worker (CSW) 1-2	8:15 am-4:30 pm
[REDACTED]	[REDACTED]			

Essential Service Work Functions

- Investigates and prepares factual reports under Adult offender programs.
- Supervises all Conditional Sentence Orders for the City including conducting curfew compliance checks.
- Provide effective case management services.
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and ensuring electronic files are maintained.

DESW AB13645	Duration	Job Title	Classification	Schedule
[REDACTED]	[REDACTED]	Associate Probation Officer	Admin Support 4	8:15 am-4:30 pm

Essential Service Work Functions

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services.
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.
- Supervising eligible clients as they report via the REPATH cellular phone application.
- Monitor the REPATH app. and field and respond to questions, inquiries and case management issues for offenders on the app.

DESW	Duration	Job Title	Classification	Schedule
AB13646				
█	█	Administrative Support	Administrative Support 6	Monday - Friday 8:15 am-4:30 pm
█	█			
█	█			

Essential Service Work Functions

- Liaising with human resources and payroll
- Responsible for telephone and in-person reception.
- Prepare a variety of time-sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers █ to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor purchases and vendor accounts.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

Duties may include supervision:

- Supervises Administrative Support position(s).

DESW	Duration	Job Title	Classification	Schedule
AB13647				
█	█	Fine Option Coordinator	Administrative Support 4	Monday - Friday 8:15 am-4:30 pm
█	█			
█	█			

Essential Service Work Functions

- Responsible for administering the Fine Option Program in Edmonton/Calgary.
- Assess client eligibility for Fine Option Program.
- Meet with client and register them within program, includes outlining program requirements.
- Case manage all active files registered in program.
- Gather relevant personal and demographic information required for data entry.
- Determine appropriate placement to community agency taking into consideration physical and mental capabilities.
- Liaise with Court Clerks (Traffic and Criminal), Fines Enforcement, Resolution and Court Services and other stakeholders.
- Liaise with out-of-province offices to determine eligibility of fines.
- Identify and recruit community agencies to participate in the Fine Option Program; provide relationship management of community agencies.
- Liaise with community agencies maintaining ongoing contact to ensure proper supervision of offenders is provided.

DESW	Duration	Job Title	Classification	Schedule
AB13648				
█	█	Administrative Support	Administrative Support 4	Monday - Friday 8:15 am-4:30 pm
█	█			
█	█			

Essential Service Work Functions

- Responsible for telephone and in-person reception
- Prepare a variety of time-sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers █ to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

Duties may include supervision:

- Supervises Administrative Support 3 position(s).

DESW AB13649	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screen and direct calls, and taking messages for assigned officers. • As required, have clients fill out the applicable office reporting form. • Data entry into the Offender Records and Correctional Administration. • Sort and distribute incoming and outgoing mail. • Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines. 				

LOCATION: EDMONTON CENTRAL (105TH STREET BUILDING)

DESW AB13650	Duration	Job Title	Classification	Schedule
█	█	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Supervises probation officers and administrative support staff. • Attend to administrative requirements of all offices and sub-offices assigned. • Investigate and prepare factual reports under Adult offenders programs. • Provide effective case management service. • Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements. 				

DESW AB13651	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Investigates and prepares factual reports under adult offender programs. • Provide effective case management services. • Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements. 				

- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

DESW AB13652	Duration	Job Title	Classification	Schedule
		Intake Navigator	Administrative Support 4	Monday to Friday 8:15am-4:30pm

Essential Service Work Functions

- Gather and enter client personal information and demographics. This may include address, contact information, ethnic origin or Indigenous background, physical description, employment/education status, etc.
- Complete data entry into the Offender Records and Correctional Administration (ORCA) database, ensuring initial proper name search is completed avoiding duplication of offenders. This includes entering information on several screens and ensuring a high degree of accuracy is maintained.
- Determine the appropriate Community Corrections service and direct the client accordingly.
- Distribute electronic file documentation to the respective office/centre.
- Track files where clients fail to complete the intake process and forward to office/centre for follow-up.

DESW AB13653	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 5	Monday to Friday 8:15am-4:30pm

Essential Service Work Functions

- Ensure district administrative support and Intake Navigators have access to databases required to meet their job responsibilities related to client case management.
- Acquire CPIC records for all offices in Edmonton and ensuring multiple administrative staff are cleared and trained to pull criminal records. Liaise with service providers () to request service and resolve issues.
- Research FOIP requests in a timely manner and provide file information as required.
- Distribute Alternative Measures files to Edmonton Youth Attendance Centre and Community Corrections offices within the district.
- preparing the commencement/termination packages on all employees within the Intake Unit.
- Prepare various Pay and Benefits documentation.

Duties may include supervision:

- Direct supervision of Intake Navigators.

DESW AB13654	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm

Essential Service Work Functions

- Responsible for telephone and in-person reception.
- Prepare a variety of time-sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers [REDACTED] to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor purchases and vendor accounts.
- Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file.

Duties may include supervision:

- Supervises Administrative Support 3 position(s).

DESW AB13655	Duration	Job Title	Classification	Schedule
		Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm

Essential Service Work Functions

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screen and direct calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.

LOCATION: EDMONTON EAST (HERMITAGE SQUARE SHOPPING CENTRE)

DESW	Duration	Job Title	Classification	Schedule
AB13656				
█	█	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs.
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW	Duration	Job Title	Classification	Schedule
AB13657				
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Investigates and prepares factual reports under adult offender programs.
- Provide effective case management services.
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

DESW	Duration	Job Title	Classification	Schedule
AB13658				
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Responsible for telephone and in-person reception.
- Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers █ to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders,

violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.

- Sort and distribute mail.
- Administer and maintain systems to monitor purchases, and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file.

Duties may include supervision:

- Supervises Administrative Support 3 position(s).

DESW	Duration	Job Title	Classification	Schedule
AB13659				
█	█	Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screen and direct calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.

LOCATION: EDMONTON SOUTH (GARNEAU PROFESSIONAL CENTRE)

DESW	Duration	Job Title	Classification	Schedule
AB13660				
█	█	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult offenders programs.
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW AB13661	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Investigates and prepares factual reports under adult offender programs. • Provide effective case management services. • Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements. • Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained. 				

DESW AB13662	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Responsible for telephone and in-person reception. • Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports. • Liaise with service providers █ to request service and resolve issues. • Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines. • Sort and distribute mail. • Administer and maintain systems to monitor purchases, and vendor accounts. Entering timesheets. • Computer Site Coordinator for the office. • Data entry into ORCA (Offender Records and Correctional Administration) –electronic file. <p>Duties <u>may</u> include supervision:</p> <ul style="list-style-type: none"> • Supervises Administrative Support 3 position(s). 				

DESW AB13663	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screen and direct calls, and taking messages for assigned officers. • As required, have clients fill out the applicable office reporting form. • Data entry into the Offender Records and Correctional Administration. • Sort and distribute incoming and outgoing mail. • Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines. 				

LOCATION: EDMONTON WEST (STERLING BUSINESS CENTRE)

DESW AB13664	Duration	Job Title	Classification	Schedule
█	█	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Supervises probation officers and administrative support staff. • Attend to administrative requirements of all offices and sub-offices assigned. • Investigate and prepare factual reports under Adult offenders programs. • Provide effective case management service. • Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements. 				

DESW AB13665	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Investigates and prepares factual reports under adult offender programs. 				

- Provide effective case management services.
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

DESW	Duration	Job Title	Classification	Schedule
AB13666				
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Responsible for telephone and in-person reception.
- Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers █ to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor purchases and vendor accounts.
- Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file.

Duties may include supervision:

- Supervises Administrative Support 3 position(s).

DESW	Duration	Job Title	Classification	Schedule
AB13667				
█	█	Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screen and direct calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and distribute incoming and outgoing mail.

- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections and Release Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.

LOCATION: EDSON

DESW	Duration	Job Title	Classification	Schedule
AB13668				
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Investigates and prepares factual reports under Adult and Youth offender programs. • Provide effective case management services. • Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements. • Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained. 				

DESW	Duration	Job Title	Classification	Schedule
AB13669				
█	█	Administrative Support	Administrative Support 4	Tuesday 8:15am-4:30pm
█	█			Wednesday 8:15am-4:30pm
█	█			Thursday 8:15am – 11:53am
Essential Service Work Functions				
<ul style="list-style-type: none"> • Responsible for telephone and in-person reception. • Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports. • Liaise with service providers █ to request service and resolve issues. • Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines. • Sort and distribute mail. • Administer and maintain systems to monitor purchases and vendor accounts. Entering timesheets. • Computer Site Coordinator for the office. • Data entry into ORCA (Offender Records and Correctional Administration) –electronic file. 				

LOCATION: FORT MCMURRAY

DESW AB13670	Duration	Job Title	Classification	Schedule
█	█	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Supervises probation officers and administrative support staff. • Attend to administrative requirements of all offices and sub-offices assigned. • Investigate and prepare factual reports under Adult and Youth offenders programs. • Provide effective case management service. • Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements. 				

DESW AB13671	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Investigates and prepares factual reports under Adult and Youth offender programs. • Provide effective case management services. • Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements. • Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained. 				

DESW AB13672	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Responsible for telephone and in-person reception. • Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports. • Liaise with service providers █ to request service and resolve issues. 				

- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.
 - Sort and distribute mail.
 - Administer and maintain systems to monitor purchases, and vendor accounts.
 - Entering timesheets.
 - Computer Site Coordinator for the office.
 - Data entry into ORCA (Offender Records and Correctional Administration) –electronic file
- Duties may include supervision:**
- Supervises Administrative Support 3 position(s).

DESW	Duration	Job Title	Classification	Schedule
AB13673				
█	█	Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screen and direct calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.

LOCATION: FORT SASKATCHEWAN

DESW	Duration	Job Title	Classification	Schedule
AB13674				
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Investigates and prepares factual reports under Adult and Youth offender programs.
- Provide effective case management services.
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.

- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

DESW AB13675	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Responsible for telephone and in-person reception.
- Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers █ to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

LOCATION: GRANDE PRAIRIE

DESW AB13676	Duration	Job Title	Classification	Schedule
█	█	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult and Youth offenders programs.
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW AB13677	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Investigates and prepares factual reports under Adult and Youth offender programs. • Provide effective case management services. • Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements. • Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained. 				

DESW AB13678	Duration	Job Title	Classification	Schedule
1	Week 1	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
1	Week 2			
1	Week 3			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Responsible for telephone and in-person reception. • Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports. • Liaise with service providers █ to request service and resolve issues. • Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines. • Sort and distribute mail. • Administer and maintain systems to monitor purchases and vendor accounts. • Entering timesheets. • Computer Site Coordinator for the office. • Data entry into ORCA (Offender Records and Correctional Administration) –electronic file <p>Duties may include supervision:</p> <ul style="list-style-type: none"> • Supervises Administrative Support 3 position(s) 				

DESW AB13679	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screen and direct calls, and taking messages for assigned officers. • As required, have clients fill out the applicable office reporting form. • Data entry into the Offender Records and Correctional Administration. • Sort and distribute incoming and outgoing mail. • Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines. 				

LOCATION: HIGH LEVEL

DESW AB13680	Duration	Job Title	Classification	Schedule
█	█	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Supervises probation officers and administrative support staff. • Attend to administrative requirements of all offices and sub-offices assigned. • Investigate and prepare factual reports under Adult and Youth offenders programs. • Provide effective case management service. • Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements. 				

DESW AB13681	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Investigates and prepares factual reports under Adult and Youth offender programs. 				

- Provide effective case management services.
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

DESW	Duration	Job Title	Classification	Schedule
AB13682				
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Responsible for telephone and in-person reception.
- Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers █ to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor purchases, and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file

LOCATION: HIGH PRAIRIE

DESW	Duration	Job Title	Classification	Schedule
AB13683				
█	█	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult and Youth offenders programs
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW AB13684	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am- 4:30pm
█	█			
█	█			

Essential Service Work Functions

- Investigates and prepares factual reports under Adult and Youth offender programs.
- Provide effective case management services.
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

DESW AB13685	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am- 4:30pm
█	█			
█	█			

Essential Service Work Functions

- Responsible for telephone and in-person reception.
- Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers █ to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor purchases, and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file.

LOCATION: HIGH RIVER

DESW AB13686	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Investigates and prepares factual reports under Adult and Youth offender programs. • Provide effective case management services. • Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements. • Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained. 				

LOCATION: HINTON

DESW AB13687	Duration	Job Title	Classification	Schedule
█	█	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Supervises probation officers and administrative support staff. • Attend to administrative requirements of all offices and sub-offices assigned. • Investigate and prepare factual reports under Adult and Youth offender programs. • Provide effective case management service. • Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements. 				

DESW AB13688	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Investigates and prepares factual reports under Adult and Youth offender programs. • Provide effective case management services. 				

- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

DESW AB13689	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Responsible for telephone and in-person reception.
- Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers █ to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor purchases and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) -electronic file.

LOCATION: LAC LA BICHE

DESW AB13690	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Investigates and prepares factual reports under Adult and Youth offender programs.
- Provide effective case management services.
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

DESW	Duration	Job Title	Classification	Schedule
AB13691				
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Responsible for telephone and in-person reception.
- Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers █ to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor purchases, and vendor accounts.
- Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file.

LOCATION: LEDUC

DESW	Duration	Job Title	Classification	Schedule
AB13692				
█	█	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult and Youth offender programs.
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW AB13693	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Investigates and prepares factual reports under Adult and Youth offender programs. • Provide effective case management services. • Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements. • Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained. 				

DESW AB13694	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Responsible for telephone and in-person reception. • Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports. • Liaise with service providers █ to request service and resolve issues. • Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines. • Sort and distribute mail. • Administer and maintain systems to monitor purchases, and vendor accounts. Entering timesheets. • Computer Site Coordinator for the office. • Data entry into ORCA (Offender Records and Correctional Administration) –electronic file. 				

LOCATION: LETHBRIDGE

DESW AB13695	Duration	Job Title	Classification	Schedule
█	█	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Supervises probation officers and administrative support staff. • Attend to administrative requirements of all offices and sub-offices assigned. • Investigate and prepare factual reports under Adult and Youth offender programs. • Provide effective case management service. • Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements. 				

DESW AB13696	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Investigates and prepares factual reports under Adult and Youth offender programs. • Provide effective case management services. • Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements. • Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained. 				

DESW AB13697	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Responsible for telephone and in-person reception. • Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports. • Liaise with service providers █ to request service and resolve issues. 				

- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.
 - Sort and distribute mail.
 - Administer and maintain systems to monitor purchases, and vendor accounts. Entering timesheets.
 - Computer Site Coordinator for the office.
 - Data entry into ORCA (Offender Records and Correctional Administration) –electronic file.
- Supervision of staff:**
- Supervises Administrative Support 3 position(s).

DESW	Duration	Job Title	Classification	Schedule
AB13698				
█	█	Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screen and direct calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.

LOCATION: LLOYDMINSTER

DESW	Duration	Job Title	Classification	Schedule
AB13699				
█	█	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult and Youth offender programs.
- Provide effective case management service.

- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW	Duration	Job Title	Classification	Schedule
AB13700				
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Investigates and prepares factual reports under adult offender and youth programs.
- Provide effective case management services.
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

DESW	Duration	Job Title	Classification	Schedule
AB13701				
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Responsible for telephone and in-person reception.
- Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers █ to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor purchases, and vendor accounts.
- Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) -electronic file.

LOCATION: MEDICINE HAT

DESW AB13702	Duration	Job Title	Classification	Schedule
█	█	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Supervises probation officers and administrative support staff. • Attend to administrative requirements of all offices and sub-offices assigned. • Investigate and prepare factual reports under Adult and Youth offender programs. • Provide effective case management service. • Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements. 				

DESW AB13703	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Investigates and prepares factual reports under Adult and Youth offender programs. • Provide effective case management services. • Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements. • Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained. 				

DESW AB13704	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screen and direct calls, and taking messages for assigned officers. • As required, have clients fill out the applicable office reporting form. • Data entry into the Offender Records and Correctional Administration. 				

- Sort and distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.

LOCATION: OKOTOKS

DESW AB13705	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Investigates and prepares factual reports under Adult and Youth offender programs. • Provide effective case management services. • Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements. • Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained. 				

LOCATION: PEACE RIVER

DESW AB13706	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Investigates and prepares factual reports under Adult and Youth offender programs. • Provide effective case management services. • Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements. • Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained. 				

DESW AB13707	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> Responsible for telephone and in-person reception. Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports. Liaise with service providers █ to request service and resolve issues. Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines. Sort and distribute mail. Administer and maintain systems to monitor purchases, and vendor accounts. Entering timesheets. Computer Site Coordinator for the office. Data entry into ORCA (Offender Records and Correctional Administration) –electronic file. 				

LOCATION: PINCHER CREEK

DESW AB13708	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> Investigates and prepares factual reports under Adult and Youth offender programs. Provide effective case management services. Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements. Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained. 				

LOCATION: RED DEER

DESW AB13709	Duration	Job Title	Classification	Schedule
█	█	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Supervises probation officers and administrative support staff. • Attend to administrative requirements of all offices and sub-offices assigned. • Investigate and prepare factual reports under Adult and Youth offender programs. • Provide effective case management service. • Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements. 				

DESW AB13710	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Investigates and prepares factual reports under Adult and Youth offender programs. • Provide effective case management services. • Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements. • Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained. 				

DESW AB13711	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 6	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Liaising with human resources and payroll • Responsible for telephone and in-person reception. • Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports. • Liaise with service providers █ to request service and resolve issues. • Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, 				

violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.

- Sort and distribute mail.
- Administer and maintain systems to monitor purchases, and vendor accounts.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file.

Duties may include supervision:

- Supervises Administrative Support position(s).

DESW AB13712	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 4	0.6 FTE Hours will be scheduled during the period of Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Responsible for telephone and in-person reception.
- Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers █ to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor purchases, and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file.

Duties may include supervision:

- Supervises Administrative Support 3 position(s).

DESW AB13713	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screen and direct calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and distribute incoming and outgoing mail.

- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.

LOCATION: ROCKY MOUNTAIN HOUSE

DESW AB13714	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Investigates and prepares factual reports under Adult and Youth offender programs.
- Provide effective case management services.
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

DESW AB13715	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Responsible for telephone and in-person reception.
- Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers █ to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor purchases, and vendor accounts.
- Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file.

LOCATION: SHERWOOD PARK

DESW AB13716	Duration	Job Title	Classification	Schedule
█	█	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am- 4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Supervises probation officers and administrative support staff. • Attend to administrative requirements of all offices and sub-offices assigned. • Investigate and prepare factual reports under Adult and Youth offender programs. • Provide effective case management service. • Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements. 				

DESW AB13717	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am- 4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Investigates and prepares factual reports under Adult and Youth offender programs. • Provide effective case management services. • Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements. • Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained. 				

DESW AB13718	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am- 4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Responsible for telephone and in-person reception. • Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports. • Liaise with service providers █ to request service and resolve issues. • Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines. • Sort and distribute mail. 				

- Administer and maintain systems to monitor purchases, and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file.

LOCATION: SIKSIKA

DESW AB13719	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am- 4:30pm
█	█			
█	█			

Essential Service Work Functions

- Investigates and prepares factual reports under Adult and Youth offender programs.
- Provide effective case management services.
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

DESW AB13720	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 3	Monday to Friday 8:15am- 4:30pm
█	█			
█	█			

Essential Service Work Functions

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screen and direct calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.

LOCATION: SLAVE LAKE

DESW AB13721	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am- 4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none">• Investigates and prepares factual reports under Adult and Youth offender programs.• Provide effective case management services.• Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.• Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.				

LOCATION: ST. PAUL

DESW AB13722	Duration	Job Title	Classification	Schedule
█	█	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am- 4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none">• Supervises probation officers and administrative support staff.• Attend to administrative requirements of all offices and sub-offices assigned.• Investigate and prepare factual reports under Adult and Youth offender programs.• Provide effective case management service.• Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.				

DESW AB13723	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am- 4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none">• Investigates and prepares factual reports under Adult and Youth offender programs.• Provide effective case management services.• Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.				

- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

DESW AB13724	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Responsible for telephone and in-person reception.
- Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers █ to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor purchases, and vendor accounts.
- Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file.

Duties may include supervision:

- Supervises Administrative Support 3 position(s).

DESW AB13725	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screen and direct calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.

LOCATION: ST. ALBERT

DESW AB13726	Duration	Job Title	Classification	Schedule
█	█	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am- 4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Supervises probation officers and administrative support staff. • Attend to administrative requirements of all offices and sub-offices assigned. • Investigate and prepare factual reports under Adult and Youth offender programs. • Provide effective case management service. • Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements. 				

DESW AB13727	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am- 4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Investigates and prepares factual reports under Adult and Youth offender programs. • Provide effective case management services. • Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements. • Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained. 				

DESW AB13728	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am- 4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Responsible for telephone and in-person reception. • Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports. • Liaise with service providers █ to request service and resolve issues. • Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines. • Sort and distribute mail. 				

- Administer and maintain systems to monitor purchases, and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file.

LOCATION: STETTLER

DESW AB13729	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am- 4:30pm
█	█			
█	█			

Essential Service Work Functions

- Investigates and prepares factual reports under Adult and Youth offender programs.
- Provide effective case management services.
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

DESW AB13730	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am- 4:30pm
█	█			
█	█			

Essential Service Work Functions

- Responsible for telephone and in-person reception.
- Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers █ to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor purchases, and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file.

LOCATION: STONY PLAIN

DESW	Duration	Job Title	Classification	Schedule
AB13731				
█	█	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult and Youth offender programs.
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW	Duration	Job Title	Classification	Schedule
AB13732				
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Investigates and prepares factual reports under Adult and Youth offender programs.
- Provide effective case management services.
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

DESW	Duration	Job Title	Classification	Schedule
AB13733				
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Responsible for telephone and in-person reception.
- Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers █ to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders,

violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.

- Sort and distribute mail.
- Administer and maintain systems to monitor purchases, and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file.

Duties may include supervision:

- Supervises Administrative Support 3 position(s).

DESW AB13734	Duration	Job Title	Classification	Schedule
█	█	Administrative	Administrative	Monday to Friday 8:15am-4:30pm
█	█	Support	Support 3	
█	█			

Essential Service Work Functions

- Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screen and direct calls, and taking messages for assigned officers.
- As required, have clients fill out the applicable office reporting form.
- Data entry into the Offender Records and Correctional Administration.
- Sort and distribute incoming and outgoing mail.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.

LOCATION: STRATHMORE

DESW AB13735	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional	Monday to Friday 8:15am-4:30pm
█	█		Service Worker	
█	█		(CSW) 1-2	

Essential Service Work Functions

- Investigates and prepares factual reports under Adult and Youth offender programs.
- Provide effective case management services.
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

DESW AB13736	Duration	Job Title	Classification	Schedule
█	█	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Supervise probation officers and administrative support staff. • Attend to administrative requirements of all offices and sub-offices assigned. • Investigate and prepare factual reports under Adult and Youth offender programs. • Provide effective case management service. • Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements. 				

LOCATION: TABER

DESW AB13737	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Investigates and prepares factual reports under Adult and Youth offender programs. • Provide effective case management services. • Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements. • Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained. 				

LOCATION: VEGREVILLE

DESW AB13738	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Investigates and prepares factual reports under Adult and Youth offender programs. 				

- Provide effective case management services.
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

DESW AB13739	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Responsible for telephone and in-person reception.
- Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers █ to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor purchases, and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file.

LOCATION: WESTLOCK

DESW AB13740	Duration	Job Title	Classification	Schedule
█	█	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			

Essential Service Work Functions

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult and Youth offender programs.
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW AB13741	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am- 4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Investigates and prepares factual reports under Adult and Youth offender programs. • Provide effective case management services. • Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements. • Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained. 				

DESW AB13742	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am- 4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Responsible for telephone and in-person reception. • Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports. • Liaise with service providers █ to request service and resolve issues. • Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines. • Sort and distribute mail. • Administer and maintain systems to monitor purchases, and vendor accounts. • Entering timesheets. • Computer Site Coordinator for the office. • Data entry into ORCA (Offender Records and Correctional Administration) –electronic file. 				

LOCATION: WETASKIWIN

DESW AB13743	Duration	Job Title	Classification	Schedule
█	█	Senior Probation Officer	Correctional Service Worker (CSW) 3	Monday to Friday 8:15am- 4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Supervises probation officers and administrative support staff. 				

- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Adult and Youth offender programs.
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW AB13744	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am- 4:30pm
█	█			
█	█			

Essential Service Work Functions

- Investigates and prepares factual reports under Adult and Youth offender programs.
- Provide effective case management services.
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.

DESW AB13745	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am- 4:30pm
█	█			
█	█			

Essential Service Work Functions

- Responsible for telephone and in-person reception.
- Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers █ to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor purchases, and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file.

Duties may include supervision:

- Supervises Administrative Support 3 position(s).

DESW AB13746	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 3	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Telephone and in-person reception including answering telephone inquiries including computer searches, accurately screening and directing calls, and taking messages for assigned officers. • As required, have clients fill out the applicable office reporting form. • Data entry into the Offender Records and Correctional Administration. • Sort and distribute incoming and outgoing mail. • Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines. 				

LOCATION: WHITECOURT

DESW AB13747	Duration	Job Title	Classification	Schedule
█	█	Probation Officer	Correctional Service Worker (CSW) 1-2	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Investigates and prepares factual reports under Adult and Youth offender programs. • Provide effective case management services. • Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements. • Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained. 				

DESW AB13748	Duration	Job Title	Classification	Schedule
█	█	Administrative Support	Administrative Support 4	Monday to Friday 8:15am-4:30pm
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Responsible for telephone and in-person reception. • Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports. 				

- Liaise with service providers [REDACTED] to request service and resolve issues.
- Maintain offender files to ensure electronic and paper files are opened and closed. The correct information is entered according to Community Corrections Branch policy. Court Orders, violations and communication from Justice partners and stakeholders maintained on each offender file pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor purchases, and vendor accounts.
- Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file.

LOCATION: EDMONTON NORTH YOUTH PROBATION OFFICE (NORTHGATE CENTRE)

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (Week 1)	Medium term (Week 2)	Long term (Week 3)
Total number of capable and qualified managers to perform essential services*	[REDACTED]		
Total number of capable and qualified opted out & excluded staff to perform essential services	[REDACTED]		
Total number of bargaining unit members required fulfill Designated Essential Service Worker (DESW) positions during essential services operations	[REDACTED]		
Total number required to support the essential service operations	[REDACTED]		

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

DESW AB13749	Schedule	Job Title	Classification
[REDACTED]	Monday to Friday 8:15am-4:30pm	Senior Probation Officer	Correctional Services Worker (CSW) 3

Essential Service Work Functions

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Young offenders programs.
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW AB13750	Duration	Schedule	Job Title	Classification
█	█	Monday to Friday 8:15am-4:30pm	Probation Officer	Correctional Services Worker (CSW)1-2
█	█			
█	█			

Essential Service Work Functions

- Investigates and prepares factual reports under young offender programs.
- Provide effective case management services.
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.
- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.
- Liaise with Court system; Court clerk's office, Crown and judges to share required information.
- Probation Officer required at the Courthouse daily.

DESW AB13751	Schedule	Job Title	Classification
█	Monday to Friday 8:15am-4:30pm	Administrative Support	Administrative Support 4

Essential Service Work Functions

- Responsible for telephone and in-person reception.
- Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports.
- Liaise with service providers █ to request service and resolve issues.
- Maintain offender files pursuant to guidelines.
- Sort and distribute mail.
- Administer and maintain systems to monitor purchases, and vendor accounts. Entering timesheets.
- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) -electronic file.

*LOCATION: EDMONTON SOUTH YOUTH PROBATION OFFICE
(GARNEAU PROFESSIONAL CENTRE)*

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (Week 1)	Medium term (Week 2)	Long term (Week 3)
Total number of capable and qualified managers to perform essential services*			
Total number of capable and qualified opted out & excluded staff to perform essential services			
Total number of bargaining unit members required fulfill Designated Essential Service Worker (DESW) positions during essential services operations			
Total number required to support the essential service operations			

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

DESW	Schedule	Job Title	Classification
AB13752			
	Monday - Friday 8:15 am- 4:30 pm	Senior Probation Officer	Correctional Services Worker (CSW) 3

Essential Service Work Functions

- Supervises probation officers and administrative support staff.
- Attend to administrative requirements of all offices and sub-offices assigned.
- Investigate and prepare factual reports under Young offenders programs.
- Provide effective case management service.
- Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.

DESW	Duration	Schedule	Job Title	Classification
AB13753				
		Monday - Friday 8:15 am-4:30 pm	Probation Officer	Correctional Services Worker (CSW) 1-2

Essential Service Work Functions

- Investigates and prepares factual reports under Young offender programs.
- Provide effective case management services.
- Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements.

- Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained.
- Liaise with Court system; Court clerk's office, Crown, and judges to share required information.

DESW AB13754	Schedule	Job Title	Classification
█	Monday to Friday 8:15am-4:30pm	Administrative Support	Administrative Support 4
Essential Service Work Functions			
<ul style="list-style-type: none"> • Responsible for telephone and in-person reception. • Prepare a variety of time-sensitive, confidential documents, routine correspondence and related documents relative to the probation office, which includes Court ordered reports. • Liaise with service providers █ to request service and resolve issues. • Maintain offender files pursuant to guidelines. • Sort and distribute mail. • Administer and maintain systems to monitor purchases and vendor accounts. • Entering timesheets. • Computer Site Coordinator for the office. • Data entry into ORCA (Offender Records and Correctional Administration) –electronic file. 			
Additional Considerations	Manager cannot enter or close of legal entries into ORCA data base and certain legals must be entered day of receipt when youth is released from custody.		

LOCATION: CALGARY YOUTH PROBATION OFFICE

Address: #500 Dominion Centre, 665-8th street SW, Calgary, AB

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (Week 1)	Medium term (Week 2)	Long term (Week 3)
Total number of capable and qualified managers to perform essential services*	█		
Total number of capable and qualified opted out & excluded staff to perform essential services			
Total number of bargaining unit members required fulfill Designated Essential Service Worker (DESW) positions during essential services operations			
Total number required to support the essential service operations			

DESW AB13755	Schedule	Job Title	Classification
█	Monday - Friday 8:15 am- 4:30 pm	Senior Probation Officer	Correctional Services Worker (CSW) 3
Essential Service Work Functions			
<ul style="list-style-type: none"> • Supervises probation officers and administrative support staff. • Attend to administrative requirements of all offices and sub-offices assigned. • Investigate and prepare factual reports under Young offenders programs. • Provide effective case management service. • Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements. 			

DESW AB13756	Durati on	Schedule	Job Title	Classification
█	█	Monday - Friday 8:15 am-4:30 pm	Probation Officer	Correctional Services Worker (CSW) 1-2
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Investigates and prepares factual reports under young offender programs. • Provide effective case management services. • Monitor compliance and initiate action in accordance with Divisional Policy to enforce legal requirements. • Participate in and complete administrative responsibilities to ensure the office operates as part of the community. This includes paperwork, permission letters, letters to victims and electronic files are maintained. • Liaise with Court system; Court clerk's office, Crown and judges to share required information. 				

DESW AB13757	Schedule	Job Title	Classification
█	Monday - Friday 8:15 am-4:30 pm	Administrative Support	Administrative Support 4/ Administrative Support 3
█			
Essential Service Work Functions			
<ul style="list-style-type: none"> • Responsible for telephone and in-person reception. • Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports. • Liaise with service providers █ to request service and resolve issues. • Maintain offender files pursuant to guidelines. • Sort and distribute mail. • Administer and maintain systems to monitor purchases, and vendor accounts. Entering timesheets. 			

- Computer Site Coordinator for the office.
- Data entry into ORCA (Offender Records and Correctional Administration) –electronic file.

* During the [REDACTED] the Administrative Support 4 will be scheduled.

LOCATION: CALGARY YOUTH ATTENDANCE CENTRE (PUBLIC WORKS BUILDING NO. 1)

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (Week 1)	Medium term (Week 2)	Long term (Week 3)
Total number of capable and qualified managers to perform essential services*	[REDACTED]		
Total number of capable and qualified opted out & excluded staff to perform essential services			
Total number of bargaining unit members required fulfill Designated Essential Service Worker (DESW) positions during essential services operations			
Total number required to support the essential service operations (for first 72 hours)			

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

DESW AB13758	Duration	Schedule	Job Title	Classification
[REDACTED]	[REDACTED]	[REDACTED]	Correctional Service Worker	Correctional Service Worker (CSW) 1-2
Essential Service Work Functions				
<ul style="list-style-type: none"> • Administration/supervision of community sentences – Extrajudicial Sanctions; Attendance Orders; Community Service Orders; Fine Option Program; Educational Programs. 				

DESW AB13759	Schedule	Job Title	Classification
[REDACTED]	[REDACTED]	Correctional Service Worker	Correctional Service Worker (CSW) 1-2
Essential Service Work Functions			
<ul style="list-style-type: none"> • Administration/supervision of community sentences – Conditional Sentence Orders; Attendance Orders. 			

<ul style="list-style-type: none"> • Curfew compliance supervision. • Providing reports of non-compliance to appropriate authorities. • Facilitation and supervision of rehabilitative programs for youth offenders. 	
Additional Considerations	These positions are paired with CPO position below (CSD 149).

DESW AB13760	Schedule	Job Title	Classification
█	████████████████████	Correctional Peace Officer	Correctional Peace Officer (CPO) 1-2

Essential Service Work Functions	
<ul style="list-style-type: none"> • Administration of community service work programs. • Curfew compliance supervision. • Providing reports of non-compliance to appropriate authorities. • Facilitation and supervision of rehabilitative programs for youth offenders. 	
Additional Considerations	These positions are paired with CSW position above (CSD 148).

DESW AB13761	Schedule	Job Title	Classification
█	Monday to Friday 8:15am – 4:30pm	Administrative Support	Administrative Support 4

Essential Service Work Functions	
<ul style="list-style-type: none"> • Responsible for telephone and in-person reception. • Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports. • Liaise with service providers ████████████████████ to request service and resolve issues. • Maintain offender files pursuant to guidelines. • Sort and distribute mail. • Administer and maintain systems to monitor purchases, and vendor accounts. • Entering timesheets. • Computer Site Coordinator for the office. • Data entry into ORCA (Offender Records and Correctional Administration) –electronic file. 	

LOCATION: EDMONTON YOUTH ATTENDANCE CENTRE (CVS – GOVT SERVICES GARAGE)

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (Week 1)	Medium term (Week 2)	Long term (Week 3)
Total number of capable and qualified managers to perform essential services*			
Total number of capable and qualified opted out & excluded staff to perform essential services			
Total number of bargaining unit members required fulfill Designated Essential Service Worker (DESW) positions during essential services operations			
Total number required to support the essential service operations			

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

DESW AB13762	Durati on	Schedule	Job Title	Classification
			Correctional Service Worker	Correctional Service Worker (CSW) 1-2
Essential Service Work Functions				
<ul style="list-style-type: none"> Administration/supervision of community sentences – Extrajudicial Sanctions; Attendance Orders; Probation orders; Community Service Orders; Educational Programs; Day programs. 				

DESW AB13763	Schedule	Job Title	Classification
		Correctional Service Worker	Correctional Service Worker (CSW) 1-2
Essential Service Work Functions			
<ul style="list-style-type: none"> Administration/supervision of community sentences – Extrajudicial Sanctions; Attendance Orders; Community Service Orders; Pre-Trial Supervision; Probation. Curfew compliance supervision. Providing reports of non-compliance to appropriate authorities. Supervision of rehabilitative programs for youth. 			

DESW AB13764	Schedule	Job Title	Classification
		Correctional Peace Officer	Correctional Peace Officer 1-2

Essential Service Work Functions
<ul style="list-style-type: none"> • Administration of community service work programs. • Curfew compliance supervision. • Providing reports of non-compliance to appropriate authorities. • Supervision of rehabilitative programs for youth offenders.

DESW	Schedule	Job Title	Classification
AB13765			
█	8:15-4:30 pm Monday - Friday	Administrative Support	Administrative Support 4

Essential Service Work Functions
<ul style="list-style-type: none"> • Responsible for telephone and in-person reception. • Prepare a variety of time-sensitive, confidential documents, routine correspondence, and related documents relative to the probation office, which includes Court ordered reports. • Liaise with service providers █ to request service and resolve issues. • Maintain offender files pursuant to guidelines. • Sort and distribute mail. • Administer and maintain systems to monitor purchases, and vendor accounts. • Entering timesheets. • Computer Site Coordinator for the office. • Data entry into ORCA (Offender Records and Correctional Administration) –electronic file.

Program: Custody Operations Branch

ESSENTIAL SERVICES REQUIREMENTS	TOTAL	
	Short term (Week 1)	After Week 1
Total number of capable and qualified managers to perform essential services*		
Total number of capable and qualified opted out & excluded staff to perform essential services		
Total number of bargaining unit members required fulfill Designated Essential Service Worker (DESW) positions during essential services operations		
Total number required to support the essential service operations		

Foreseeable Changes
<ul style="list-style-type: none"> • Hospital supervision and escorting of inmates admitted to outside hospital or other medical appointments. • Managing increases to inmate population for example overcrowding and the need to transfer inmates out or into the institution. • Changes to infrastructure including renovations that would require a reallocation of staff.
Emergency Triggers
<ul style="list-style-type: none"> • Inmate disturbance, unrest or other emergency that require response by tactical or emergency response team. (e.g., riot, hostage taking, fire/evacuation, assaults, etc.) • Medical or mental health emergency (e.g., heart attack, suicide, drug overdose) • Disease or outbreak • Environmental or other major outside emergency (e.g., fire, flood, terrorist attack).

*This number represents the total number of Adult Centre Operations Branch Managers who are responsible for the safe and secure custody of offenders and have delegated authorities that require their position to be essential by the nature of their own duties. The number of designated essential service workers (bargaining unit staff) in each centre has been reduced in accordance with the understanding that the managers will take on additional hours and additional duties during a work stoppage, working alongside Bargaining Unit staff as required. Managers will be expected to be flexible and work where necessary, covering bargaining unit essential work functions at different times in order to ensure that good order of the institution. Modifications to centre operations will consider staff/inmate safety and the overall security of the centre.

**ALL Employees shall participate and perform in all duties that are necessary to maintain the safe operation of the facility. This includes any and all duties that directly relate to the following:

- Relevant legislation
- Provincial and centre policy/procedures
- Continued participation in activities/relationships with partners/stakeholders to facilitate service delivery (e.g., court process, health care, meal service etc.)
- Safety, security, and the good order of the institution
- Appropriate care, custody, and control of the inmate population

Participation in and completion of the aforementioned duties, will ensure that staff members and inmates remain safe during the period of the job action.

Due to the unique infrastructure and significant variation in security systems and protocol in provincial centres, Essential Services staff will only be assigned to their centre of current employment (except for tactical teams or emergency response).

Due to the essential nature of ACOB business, we are unable to list every essential duty required of each position. As such, we have highlighted a few essential work functions for each DESW position in the table below to show at a high level the general purpose of the position. Highlighted functions remain consistent across the province for similar positions but allow for minor differences in each position based on the nuances of the centre. The highlighted functions are not exclusive of what duties will be required.

Assigned staff will be required to perform all essential work they are capable and qualified for that area regardless of classification (e.g., Warehouse Supervisor will cover essential duties of supervisor and clerk positions). Some positions may have specific qualification and training/ duties that will be further detailed on eligibility list provided by the employer as per part A of the agreement.

LOCATION: EDMONTON YOUNG OFFENDER CENTRE (AND ANNEX)

****Staffing ratios required for operations must include a minimum of 2 female staff during Day and Afternoon Shifts, and 1 female staff during night shifts. Day shifts can be any mix of Correctional Peace Officer or Correctional Service Worker. Night shift is a Correctional Peace Officer.**

DESW	Schedule **	Job Title	Classification
AB13766			
		Correctional Peace Officer	Correctional Peace Officer (CPO) 1-2
Essential Services Work Functions			
<ul style="list-style-type: none"> • Provision of safe and secure custody for general operations • Response to emergency situations • Provision of facilitation and support of health care delivery • Facilitation and support of meal delivery • Overall monitoring of security across all structural dimensions of the facility, both within and outside of the security envelope. 			

DESW	Schedule **	Job Title	Classification
AB13767			
		Correctional Peace Officer	Correctional Peace Officer 3
Essential Service Work Functions			

- Performs and oversees administrative responsibilities to ensure good order in the operational routine and function of the Young Offender centre.
- Performs models and oversees a variety of security and offender young offender supervision functions designed to ensure care, control, and custody of young offenders.

DESW AB13768	Schedule **	Job Title	Classification
█	████████████████████	Correctional Service	Correctional Service
█	████████████████████	Worker	Worker (CSW) 3

Essential Service Work Functions

- Supervises staff to ensure appropriate professional development and training needs, as well as performance goals and standards are maintained.
- Performs and oversees administrative responsibilities to ensure good order in the operational routine and function of the unit and centre.
- Performs, models and oversees a variety of security and young offender supervision functions designed to ensure the care, custody and control of young offenders.
- Provides support to programs and identifies program needs to ensure young offenders' behaviours and issues are addressed.
- Monitors the development and implementation of case and transition/reintegration plans to ensure young offenders are provided with opportunities to address offending behaviour patterns and/or issues.

DESW AB13769	Schedule **	Job Title	Classification
█	████████████████████	Correctional Service	Correctional Service
█	████████████████████	Worker	Worker (CSW) 1-2

Essential Service Work Functions

- Performs a variety of security and young offender supervision functions designed to ensure the care, custody and control of young offenders to prevent breaches of security, disturbances and other emergency situations.
- Maintains effective young offender relations to promote positive behaviours and to alleviate tensions.
- Classifies and places young offenders to ensure appropriate and safe housing of young offenders.
- Develops case and transition/reintegration plans to provide opportunities for young offenders to address offending behaviour patterns and/or issues.
- Participates in the administration of the unit and centre to ensure good order in the operation routine and function.
- Prepare application packages for Provincial Parole and Recurring Temporary Absences.
- Write, review, process, and supervise Fine Option and non-recurring Temporary Absences.
- Case planning that includes conditional release (Provincial Parole and Temporary Absence) applications and supervision.

DESW AB13770	Schedule	Job Title	Classification
█	█	Chief Sentence Administration	Administration 1
Essential Service Work Functions			
<ul style="list-style-type: none"> • Based on sentence management policy and procedures provide advice and information to the public, crown prosecutors, other justice stakeholders and young offenders. • Performs and oversees sentence administration unit to ensure good order in the operational routine of the sentence administration area Coordinates Inter-provincial transfers of prisoners for the centre. • Provide legal interpretation, as well as direction on sentence calculations to ensure proper detention and appropriate release of young offenders. • Provides direct sentence administration support. • Designated as the Centre Administrator of the “Freedom of Information and Protection of Privacy Act”. • Designated as the CPIC, LRA (Local Registration Authority) for the Centre and ensuring implementation. • Provides Statistical Data as required by the Provincial Placement Authority. • Site Coordinator for IT (Information Technology). 			
Terms and Conditions			
<ul style="list-style-type: none"> • Scheduled hours of work have been adjusted to ensure appropriate coverage to meet operational requirements. 			

DESW AB13771	Schedule	Job Title	Classification
█	Monday to Friday 8:15am-4:30 pm	Business Office Manager	Administration 2
Essential Service Work Functions			
<ul style="list-style-type: none"> • Purchasing of supplies and services to ensure normal centre operations occurs. • Ensuring young offenders are fed, clothed and receive hygiene items. • Ensure purchases and contracts are paid as required. 			

DESW AB13772	Duration	Schedule	Job Title	Classification
█	█	█	Sentence Administration	Administrative Support 5
█	█	█		
Essential Service Work Functions				

<ul style="list-style-type: none"> Based on sentence management policy and procedures provide advice and information to the public, crown prosecutors, other justice stakeholders and young offenders. Provide effective warrant and sentence administration services to ensure legal detention/release of offenders. Record, database processing and management functions. Provide Computer Support. IRIS (Inactive Records Information System).
Terms and Conditions
<ul style="list-style-type: none"> Scheduled hours of work have been adjusted to ensure appropriate coverage to meet operational requirements.

DESW	Duration	Schedule	Job Title	Classification
AB13773				
█	Week 1	Monday to Friday 8:15am – 4:30pm	Stock keeper	Operational Services 2
█	After Week 1			
Essential Service Work Functions				
<ul style="list-style-type: none"> Ensuring there is sufficient supplies available. 				

DESW	Duration	Schedule	Job Title	Classification
AB13774				
█	Week 1	Monday to Friday 8:15am – 4:30pm	Accounts Administrator	Administrative Support 4
█	After Week 1			
Essential Service Work Functions				
<ul style="list-style-type: none"> Administration of inmate accounts and the inmate welfare fund. 				

LOCATION: CALGARY YOUNG OFFENDER CENTRE AND ADULT FEMALE ANNEX (SPY HILL COMPLEX)

****Staffing ratios required for operations must include a minimum of 4 female staff during Day and Afternoon Shifts, and 3 female staff during night shifts. Day shifts can be any mix of Correctional Peace Officer or Correctional Service Worker. Night shift is a Correctional Peace Officer.**

DESW	Schedule **	Job Title	Classification
AB13775			
█	████████████████████	Correctional Peace Officer	CPO 1-2
█	████████████████████		
█	████████████████████		
Essential Services Work Functions			
<ul style="list-style-type: none"> Provision of safe and secure custody for general operations. 			

<ul style="list-style-type: none"> • Response to emergency situations. • Provision of facilitation and support of health care delivery. • Facilitation and support of meal delivery. • Overall monitoring of security across all structural dimensions of the facility, both within and outside of the security envelope.
Foreseeable Changes
<ul style="list-style-type: none"> • Hospital supervision of young offender admitted to outside hospital.
Emergency Triggers
<ul style="list-style-type: none"> • Young Offender Disturbance • Riot • Fire/Evacuation • Hostage Taking

DESW	Schedule **	Job Title	Classification
AB13776			
█	████████████████████	Correctional Service Worker	Correctional Service Worker (CSW) 3
█	████████████████████		

Essential Service Work Functions
<ul style="list-style-type: none"> • Supervises staff to ensure appropriate professional development and training needs, as well as performance goals and standards are maintained. • Performs and oversees administrative responsibilities to ensure good order in the operational routine and function of the unit and centre. • Performs, models and oversees a variety of security and young offender supervision functions designed to ensure the care, custody and control of young offenders. • Provides support to programs and identifies program needs to ensure young offenders' behaviours and issues are addressed. • Monitors the development and implementation of case and transition/reintegration plans to ensure young offenders are provided with opportunities to address offending behaviour patterns and/or issues. • Prepare application packages for Provincial Parole and Recurring Temporary Absences. • Write, review, process, and supervise Fine Option and non-recurring Temporary Absences. • Case planning that includes conditional release (Provincial Parole and Temporary Absence) applications and supervision.

DESW	Schedule **	Job Title	Classification
AB13777			
█	████████████████████	Correctional Service Worker	Correctional Service Worker (CSW) 1-2
█	████████████████████		

Essential Service Work Functions

- Performs a variety of security and young offender supervision functions designed to ensure the care, custody and control of young offenders to prevent breaches of security, disturbances and other emergency situations.
- Maintains effective young offender relations to promote positive behaviours and to alleviate tensions.
- Classifies and places young offenders to ensure appropriate and safe housing of young offenders.
- Develops case and transition/reintegration plans to provide opportunities for young offenders to address offending behaviour patterns and/or issues.
- Participates in the administration of the unit and centre to ensure good order in the operation routine and function.

DESW	Schedule	Job Title	Classification
AB13778			
█	████████████████████	Chief Sentence Administration	Administration 1
Essential Service Work Functions			
<ul style="list-style-type: none"> • Based on sentence management policy and procedures provide advice and information to the public, crown prosecutors, other justice stakeholders and young offenders. • Performs and oversees sentence administration unit to ensure good order in the operational routine of the sentence administration area Coordinates Inter-provincial transfers of prisoners for the South Region of Alberta. • Provide legal interpretation, as well as direction on sentence calculations to ensure proper detention and appropriate release of young offenders. • Provides direct sentence administration support. • Designated as the Centre Administrator of the “Freedom of Information and Protection of Privacy Act”. • Designated as the CPIC, LRA (Local Registration Authority) for the Centre and ensuring implementation. • Provides Statistical Data as required by the Provincial Placement Authority. • Site Coordinator for IT (Information Technology). 			
Terms and Conditions			
<ul style="list-style-type: none"> • Scheduled hours of work have been adjusted to ensure appropriate coverage to meet operational requirements. 			

DESW	Schedule	Job Title	Classification
AB13779			
█	Monday to Friday 8:15am-4:30 pm	Business Office Manager	Administration 2
Essential Service Work Functions			
<ul style="list-style-type: none"> • Purchasing of supplies and services to ensure normal centre operations occurs. • Ensuring young offenders are fed, clothed and receive hygiene items. • Ensure purchases and contracts are paid as required. 			

DESW AB13780	Schedule	Job Title	Classification
█	█	Sentence Administration	Administrative Support 5
Essential Service Work Functions			
<ul style="list-style-type: none"> • Based on sentence management policy and procedures provide advice and information to the public, crown prosecutors, other justice stakeholders and young offenders. • Provide effective warrant and sentence administration services to ensure legal detention/release of offenders. • Record, database processing and management functions. • Provide Computer Support. • IRIS (Inactive Records Information System). 			
Terms and Conditions			
<ul style="list-style-type: none"> • Scheduled hours of work have been adjusted to ensure appropriate coverage to meet operational requirements. 			

DESW AB13781	Duration	Schedule	Job Title	Classification
█	Week 1	Monday - Friday 9:45am – 6:00 pm	Accounts Administrator	Administrative Support 4
█	After Week 1			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Administration of young offender accounts and the Inmate Welfare Fund. 				

DESW AB13782	Duration	Schedule	Job Title	Classification
█	Week 1	Monday to Friday 8:15am – 4:30pm	Stores Clerk	Operational Services 2
█	After Week 1			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Ensure that deliveries are received accordingly and that units receive adequate supplies. This encompasses hygiene products, clothing and cleaning products. • Ensure proper handling of young offender property upon admission and release. 				

LOCATION: CALGARY CORRECTIONAL CENTRE (SPYHILL COMPLEX), CALGARY ALBERTA

DESW AB13783	Schedule	Classification	Job Title
█	██████████	Correctional Peace Officer (CPO) 3	Correctional Peace Officer 3 (Supervisor)
█	████████████████████		
█	██████████████████		

Essential Services Work Functions

- Responsible for the care, custody, and control of inmates within the legislated requirements of Federal, Provincial legislation and Divisional policy. Responsible for enforcing the security and good order of the facility.
- Provides frontline supervision to a group of Correctional Peace Officers working in a correctional centre.

DESW AB13784	Schedule	Classification	Job Title
█	██████████████████	Correctional Peace Officer (CPO) 1-2	Correctional Peace Officer (Includes intermittent servers' unit which is required for weekends only)
█	██████████████████		
█	████████████████████		
	██████████████████		
	████████████████████		
█	██████████████████		

Essential Services Work Functions

- Responsible for the care, custody, and control of inmates within the legislated requirements of Federal, Provincial legislation and Divisional policy. Responsible for enforcing the security and good order of the facility.
- Response to emergency situations.
- Facilitation and support of service delivery including but not limited to health care, meals, canteen etc.
- Overall monitoring of security across all structural dimensions of the facility, both within and outside of the security envelope.
- Movement and escort of inmates.
- Laundry Services Supervisor - Supervises Inmate Laundry Workers, essential as we launder clothing three days per week for all three Calgary centers (CCC, CRC, & CYOC-FA).

DESW AB13785	Schedule	Classification	Job Title
█	█	Correctional Service Worker 1-2	Correctional Service Worker (Placement Officer)

Essential Services Work Functions

- Case planning, release planning and facilitation/support for addiction and mental health intervention.
- Inmate placement (internal and external).
- Prepare application packages for Provincial Parole and Recurring Temporary Absences.
- Write, review, process, and supervise Fine Option and non-recurring Temporary Absences.
- Case planning that includes conditional release (Provincial Parole and Temporary Absence) applications and supervision.
- Staffing for Therapeutic Living Units (TLU).

DESW AB13786	Duration	Schedule	Classification	Job Title
█	█	Monday - Friday 8:15 am-4:30 pm	Administrative Support 4	Director's Secretary
█	█			

Essential Service Work Functions

- Provide support in issues management on scheduling matters, and other concerns, and issues.
- Frontline contact for both employees and management on day-to-day matters.
- Support issues management for the Director.
- Communication conduit for activities taking place within the centre.

DESW AB13787	Duration	Schedule	Classification	Job Title
█	█	Monday - Friday 8:15 am-4:30 pm	Administrative Support 6	Sentence Administration Supervisor
█	█			

Essential Services Work Functions

- Process legal documentation to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.
- Provides manual calculations and file corrections as required.
- Facilitate or complete inmate booking process including file creation and maintenance.
- Prepare inmate files for release/transfer.
- Responsible for supervision of staff in assigned area.

DESW AB13788	Schedule	Classification	Job Title
█	Monday to Friday 8:15am-4:30pm	Administration 1	Sentence Administration (Chief)

Essential Service Work Functions

- Based on sentence management policy and procedures provide advice and information to the public, crown prosecutors, other justice stakeholders and offenders.
- Oversees processing and maintenance of federal and provincial offender case files.
- Coordinates Inter-provincial transfers of prisoners for the centre.
- Ensure justice stakeholders are alerted to high profile offenders.
- Process legal documentation to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.
- Warrant administration.
- Reviews offender information from courts, police and other agencies to determine any health or security issues.

DESW AB13789	Duration	Schedule	Classification	Job Title
█	█	Monday - Friday 8:15 am-4:30 pm	Administrative Support 5	Sentence Administrator
█	█			

Essential Service Work Functions

- Process legal documentation to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.
- Reviews offender information from courts, police and other agencies to determine any health or security issues.
- Facilitate or complete inmate booking process including file creation and maintenance.
- Prepare inmate files for release/transfer.

DESW AB13790	Duration	Schedule	Classification	Job Title
█	█	Monday - Friday 8:15 am -4:30 pm	Administration 2	Business Manager
█	█			

Essential Service Work Functions

- Supervision of admin staff and the provision of a variety of services for the centre.
- Payroll, purchasing, office supplies, accounts payable, records management, accommodation, and supervision of supervisory positions.
- Ensure manpower invoices are completed.
- Reviews and releases payroll payments and absences into Employee Time Management System as expenditure officer.

- Supervises inmate Trust Accounts program involving cash controls, maintenance of records.
- Sign cheques for payment from Trust Funds and the Welfare Fund.
- Oversee care and control of inmate property, money, and valuables upon admittance/ transfer.

DESW	Duration	Schedule	Classification	Job Title
AB13791				
█	█	Monday - Friday 8:15 am –4:30 pm	Operational Services 3	Bursar Stores / Property Supervisor
█	█			

Essential Service Work Functions

- Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, bedding, staff clothing, etc.
- Responsible for the safe and accurate storage of valuables including cataloguing the value of items and storing them in the safe.
- May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers.
- Responsible for supervision of staff in assigned area and may require access to inventory control systems.

DESW	Schedule	Classification	Job Title
AB13792			
█	Monday - Friday 8:15 am – 4:30 pm	Administrative Support 5	Payroll and Personnel Supervisor

Essential Service Work Functions

- Reviews, validates and verifies payroll and benefits.
- Administers pay and benefits to an assigned portfolio of staff ensuring that employees are paid timely and accurately.
- Responds to pay and benefit inquiries and communicates with HR consultants, benefit carriers, Pay and Benefits staff etc.
- Responsible for supervision of staff in assigned area and may require access to staff scheduling/payroll systems.

DESW	Duration	Schedule	Classification	Job Title
AB13793				
█	█	Monday to Friday 8:15am–4:30pm	Administrative Support 4	Inmate Accounts
█	█			

Essential Service Work Functions

- Administration of inmate accounts and the inmate welfare fund.
- Processing of canteen orders; bail and fine payments.
- Processing inmate requests and incoming mail.

DESW AB13794	Duration	Schedule	Classification	Job Title
█	█	Monday to Friday 8:15am-4:30pm	Operational Services 2	Inmate Property / Clothing
Essential Service Work Functions				
<ul style="list-style-type: none"> • Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, bedding, staff clothing, etc. • Responsible for the safe and accurate storage of valuables including cataloguing the value of items and storing them in the safe. • May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers. 				

LOCATION: CALGARY REMAND CENTRE, CALGARY ALBERTA

DESW AB13795	Schedule	Classification	Job Title
█	█	Correctional Peace Officer (CPO) 3	Correctional Peace Officer 3 (Supervisor)
█	█		
█	█		
Essential Services Work Functions			
<ul style="list-style-type: none"> • Responsible for the care, custody, and control of inmates within the legislated requirements of Federal, Provincial legislation and Divisional policy. Responsible for enforcing the security and good order of the facility. • Provides frontline supervision to a group of CPOs working in a correctional centre. 			

DESW AB13796	Schedule	Classification	Job Title
█	█	Correctional Peace Officer (CPO) 1-2	Correctional Peace Officer
█	█		
█	█		
█	█		

Essential Services Work Functions	
<ul style="list-style-type: none"> Responsible for the care, custody, and control of inmates within the legislated requirements of Federal, Provincial legislation and Divisional policy. Responsible for enforcing the security and good order of the facility. Response to emergency situations. Facilitation and support of service delivery including but not limited to health care, meals, canteen etc. Overall monitoring of security across all structural dimensions of the facility, both within and outside of the security envelope. Movement and escort of inmates. Hospital coverage requiring 2 staff. 	

DESW	Duration	Schedule	Classification	Job Title
AB13797				
█	█	Monday - Friday 8:15 am-11:45 am	Administrative Support 5	Director's Secretary
█	█	Monday - Friday 8:15 am-4:30 pm		

Essential Service Work Functions	
<ul style="list-style-type: none"> Provide support in scheduling matters, concerns, and issues. Frontline contact for both employees and management on day-to-day matters. Support issues management for the Director. Communication conduit for activities taking place within the centre. 	

DESW	Schedule	Classification	Job Title
AB13798			
█	Monday - Friday 8:15 am-4:30 pm	Correctional Service Worker 1-2	Correctional Service Worker (Placement Officer)

Essential Services Work Functions	
<ul style="list-style-type: none"> Case planning, release planning and facilitation/support for addiction and mental health intervention. Inmate placement (internal and external). Prepare application packages for Provincial Parole and Recurring Temporary Absences Write, review, process, and supervise Fine Option and non-recurring Temporary Absences Case planning that includes conditional release (Provincial Parole and Temporary Absence) applications and supervision. 	

DESW	Schedule	Classification	Job Title
AB13799			
█	Monday to Friday 8:15am- 4:30pm	Administration 1	Sentence Administration (Chief)

Essential Service Work Functions

- Based on sentence management policy and procedures provide advice and information to the public, crown prosecutors, other justice stakeholders and offenders.
- Oversees processing and maintenance of federal and provincial offender case files.
- Coordinates Inter-provincial transfers of prisoners for the centre.
- Ensures Justice stakeholders are alerted to high profile offenders.
- Processes legal documentation to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.
- Warrant administration.
- Reviews offender information from courts, police, and other agencies to determine any health or security issues.

DESW AB13800	Schedule	Classification	Job Title
█	Day shift: Monday to Sunday 6:45am-3:00pm	Administrative Support 6	Sentence Administration Supervisor
█	Afternoon shift: Monday to Sunday 2:45pm - 11:00pm		

Essential Services Work Functions

- Process legal documentation to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.
- Provides manual calculations and file corrections as required.
- Facilitate or complete inmate booking process including file creation and maintenance.
- Prepare inmate files for release/transfer.
- Responsible for supervision of staff in assigned area.

DESW AB13801	Duration	Schedule	Classification	Job Title
█	█	Day shift: Monday to Sunday 6:45am - 3:00pm	Administrative Support 5	Sentence Administration
█		Afternoon shift: Monday to Sunday 2:45pm-11:00pm		
█	█	Day shift: Monday to Sunday 6:45am - 3:00pm		
█		Afternoon shift: Monday to Sunday 2:45pm-11:00pm		

Essential Services Work Functions

- Process legal documentation to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.
- Reviews offender information from courts, police, and other agencies to determine any health or security issues.
- Facilitate or complete inmate booking process including file creation and maintenance.
- Prepare inmate files for release/transfer.

DESW	Schedule	Classification	Job Title
AB13802			
█	Monday to Friday 8:15am-11:45am	Administrative Support 5	Inmate Accounts

Essential Service Work Functions

- Administration of inmate accounts and the inmate welfare fund.
- Processing of canteen orders; bail and fine payments.
- Processing inmate requests and incoming mail.
- Oversees accurate posting of offender trust transactions in ORCA.

DESW	Duration	Schedule	Classification	Job Title
AB13803				
█	First week	Monday to Friday 8:15am-11:45am	Administrative Support 5	Accounts Payable Supervisor
█	After first week			

Essential Service Work Functions

- Processing invoices, expense claims, procurement cards, contracts, vouchers etc.
- Vendor and client liaison for inquiries pertaining to contracts and accounts processing.
- Overseeing inventory stock for the centre warehouse, which supplies officer uniforms and inmate necessities.
- Oversees accurate posting of offender trust transactions in ORCA.
- Responsible for supervision of staff in assigned area and may require access to finance/accounting systems (including ORCA and CPIC).

DESW	Duration	Schedule	Classification	Job Title
AB13804				
█	First week	Monday to Friday 8:15am-4:30pm	Administration 2	Office Manager
█	After first week			

Essential Service Work Functions

- Supervision of admin staff and the provision of a variety of services for the centre.
- Payroll, purchasing, office supplies, accounts payable, records management, accommodation, and supervision of supervisory positions.
- Ensure manpower invoices are completed.
- Reviews and releases payroll payments and absences into EMTS as expenditure officer.
- Supervises inmate Trust Accounts program involving cash controls, maintenance of records.

- Sign cheques for payment from Trust Funds and the Welfare Fund.
- Oversee care and control of inmate property, money, and valuables upon admittance/ transfer.

DESW AB13805	Schedule	Classification	Job Title
█	Monday to Friday 8:15am-4:30pm	Administrative Support 5	Personnel Supervisor

Essential Service Work Functions

- Reviews, validates and verifies payroll and benefits.
- Administers pay and benefits to an assigned portfolio of staff ensuring that employees are paid timely and accurately.
- Responds to pay and benefit inquiries and communicates with HR consultants, benefit carriers, Pay and Benefits staff etc.
- Responsible for supervision of staff in assigned area and may require access to staff scheduling/payroll systems.

DESW AB13806	Schedule	Classification	Job Title
█	Day shift: Monday to Friday 6:45am-3:00pm	Operational Services 3	Stores Supervisor

Essential Service Work Functions

- Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, bedding, staff clothing, etc.
- Responsible for the safe and accurate storage of valuables including cataloguing the value of items and storing them in the safe.
- May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers.
- Responsible for supervision of staff in assigned area and may require access to inventory control systems.

DESW AB13807	Schedule	Classification	Job Title
█	Monday to Friday 8:15am-4:30pm	Administrative Support 3	Visiting Booking

Essential Service Work Functions

- Book inmate visits.
- Update visiting lists, sort mail and deal with security paperwork.
- Requires access to ORCA visits module.

Essential Services Work Functions

- Responsible for the care, custody, and control of inmates within the legislated requirements of Federal, Provincial legislation and Divisional policy. Responsible for enforcing the security and good order of the facility.
- Response to emergency situations.
- Facilitation and support of service delivery including but not limited to health care, meals, canteen etc.
- Overall monitoring of security across all structural dimensions of the facility, both within and outside of the security envelope.
- Movement and escort of inmates.

DESW	Schedule	Classification	Job Title
AB13811			
█	████████████████████	Correctional Service Worker (CSW) 1-2	Correctional Service Worker (Federal Placement)

Essential Service Work Functions

- Liaise with CSC and parole officers regarding the placement of federal inmates.
- Ensure appropriate oversight of parole suspensions, federal inmate court holds, and penitentiary placement to ensure timely return to CSC in accordance with ESA (Exchange of Services Agreement).
- Provide appropriate data to ensure adequate financial remuneration for federal holds in accordance with ESA.

DESW	Schedule	Classification	Job Title
AB13812			
█	████████████████████	Correctional Service Worker (CSW) 1-2	Correctional Service Worker (A&D Classification and Placement)
█	████████████████████		
█	████████████████████		

Essential Service Work Functions

- Case planning, release planning and facilitation / support for addiction and mental health intervention.
- Inmate placement (internal and external).
- Prepare application packages for Provincial Parole and Recurring Temporary Absences.
- Write, review, process, and supervise Fine Option and non-recurring Temporary Absences.
- Case planning that includes conditional release (Provincial Parole and Temporary Absence) applications and supervision.

DESW AB13813	Duration	Schedule	Classification	Job Title
█	█	Monday - Friday 8:15 am-4:30 pm	Administrative Support 4	Director's Secretary
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Provide support in issues management on scheduling matters, and other concerns, and issues. • Frontline contact for both employees and management on day-to-day matters. • Support issues management for the Director. • Communication conduit for activities taking place within the centre. 				

DESW AB13814	Schedule	Classification	Job Title
█	Monday - Friday 8:15 am-4:30 pm	Administration 1	Sentence Administration (Chief)
Essential Service Work Functions			
<ul style="list-style-type: none"> • Based on sentence management policy and procedures provide advice and information to the public, crown prosecutors, other justice stakeholders and offenders. • Oversees processing and maintenance of federal and provincial offender case files. • Coordinates Inter-provincial transfers of prisoners for the South Region of Alberta. • Ensure justice stakeholders are alerted to high profile offenders. • Process legal documentation to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders. • Warrant administration. • Reviews offender information from courts, police, and other agencies to determine any health or security issues. 			

DESW AB13815	Schedule	Classification	Job Title
█	Day shift: Monday to Friday 6:45am - 3:00pm	Administrative Support 6	Sentence Administrator Supervisor
█	Afternoon shift: Monday to Friday 2:45pm-11:00pm		
Essential Services Work Functions			
<ul style="list-style-type: none"> • Process legal documentation to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders. • Coordinates inter-provincial transfers of prisoners for the centre. • Provides manual calculations and file corrections as required. • Facilitate or complete inmate booking process including file creation and maintenance. • Prepare inmate files for release/transfer. • Responsible for supervision of staff in assigned area. 			

DESW AB13816	Duration	Schedule	Classification	Job Title
█	█	Day shift: Monday to Friday 6:45am – 3:00pm	Administrative Support 5	Sentence Administrator
█	█	Day shift: Monday to Friday 9:15am – 5:00pm		
█	█	Day shift: Saturday to Sunday 6:45am – 3:00pm		
█	█	Afternoon shift: Monday to Sunday 2:45pm–11:00pm		
█	█	Night shift: Monday to Sunday 10:45pm–7:00pm		
█	█	Day shift: Monday to Friday 6:45am – 3:00pm		
█	█	Day shift: Monday to Friday 9:15am – 5:00pm		
█	█	Day shift: Saturday to Sunday 6:45am – 3:00pm		
█	█	Afternoon shift: Monday to Sunday 2:45pm–11:00pm		
█	█	Night shift: Monday to Sunday 10:45pm–7:00pm		

Essential Services Work Functions

- Process legal documentation to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.
- Reviews offender information from courts, police, and other agencies to determine any health or security issues.
- Facilitate or complete inmate booking process including file creation and maintenance.
- Prepare inmate files for release/transfer.

DESW AB13817	Duration	Schedule	Classification	Job Title
█	█	8:15 am – 4:30 pm	Administrative Support 3	Sentence Administrator File Clerk
█	█	Monday – Friday		

Essential Service Work Functions

- Track Conditional Sentence Orders.
- Prepare and maintain inmate files.

DESW AB13818	Duration	Schedule	Classification	Job Title
█	█	Monday to Friday 8:15am-4:30pm	Administration 2	Office Business Manager
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Supervision of admin staff and the provision of a variety of services for the centre. • Payroll, purchasing, office supplies, accounts payable, records management, accommodation, and supervision of supervisory positions. • Ensure manpower invoices are completed. • Reviews and releases payroll payments and absences into EMTS as expenditure officer. • Supervises inmate Trust Accounts program involving cash controls, maintenance of records. • Sign cheques for payment from Trust Funds and the Welfare Fund. • Oversee care and control of inmate property, money, and valuables upon admittance/ transfer. 				

DESW AB13819	Schedule	Classification	Job Title
█	Monday to Friday 8:15am-4:30pm	Administrative Support 5	Personnel Administrator Supervisor
Essential Service Work Functions			
<ul style="list-style-type: none"> • Reviews, validates and verifies payroll and benefits. • Administers pay and benefits to an assigned portfolio of staff ensuring that employees are paid timely and accurately. • Responds to pay and benefit inquiries and communicates with HR consultants, benefit carriers, Pay and Benefits staff etc. • Responsible for supervision of staff in assigned area and may require access to staff scheduling/payroll systems. 			

DESW AB13820	Duration	Schedule	Classification	Job Title
█	█	Monday to Friday 8:15am-4:30pm	Administrative Support 4	Personnel Administrator
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Reviews, validates and verifies payroll and benefits. • Administers pay and benefits to an assigned portfolio of staff ensuring that employees are paid timely and accurately. • Responds to pay and benefit inquiries and communicates with HR consultants, benefit carriers, Pay and Benefits staff etc. 				

DESW AB13821	Schedule	Classification	Job Title
█	Monday to Friday 8:15am-4:30pm	Operational Services 3	Warehouse Supervisor

Essential Service Work Functions

- Receives deliveries.
- Manages warehouse inventory.
- Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, cleaning supplies, bedding, staff clothing, etc.
- May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers.
- Responsible for supervision of staff in assigned area and may require access to inventory control systems.

DESW AB13822	Duration	Schedule	Classification	Job Title
█	█	Monday to Friday 8:15am-4:30pm	Administrative Support 3	Inmate Accounts Assistant
█	█			

Essential Service Work Functions

- Administration of inmate accounts and the inmate welfare fund.
- Processing of canteen orders; bail and fine payments.
- Processing inmate requests and incoming mail.

DESW AB13823	Duration	Schedule	Classification	Job Title
█	█	Day shift: Monday to Sunday 6:45am - 3:00pm	Operational Services 2	Inmate Stores Stock keeper
█		Afternoon shift: Monday to Sunday 2:45pm-11:00pm		
█		Night shift: Monday to Sunday 10:45pm-7:00am		
█	█	Day shift: Monday to Sunday 6:45am - 3:00pm	Operational Services 2	Inmate Stores Stock keeper
█		Afternoon shift: Monday to Sunday 2:45pm-11:00pm		
█		Night shift: Monday to Sunday 10:45pm-7:00am		

Essential Services Work Functions

- Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, bedding, staff clothing, etc.
- Responsible for the safe and accurate storage of valuables including cataloguing the value of items and storing them in the safe.
- May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers.

DESW AB13824	Duration	Schedule	Classification	Job Title
█	█	Day shift: Monday to Sunday 6:45am – 3:00pm	Operational Services 2	Inmate Property Stock keeper
█		Afternoon shift: Monday to Sunday 2:45pm-11:00pm		
█	█	Day shift: Monday to Sunday 6:45am – 3:00pm		
█		Afternoon shift: Monday to Sunday 2:45pm-11:00pm		

Essential Services Work Functions

- Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, bedding, staff clothing, etc.
- Responsible for the safe and accurate storage of valuables including cataloguing the value of items and storing them in the safe.
- May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers.

DESW AB13825	Schedule	Classification	Job Title
█	8:15 am – 4:30 pm Monday - Friday	Administrative Support 4	Trust Accounts Supervisor

Essential Service Work Functions

- Administration of inmate accounts and the inmate welfare fund.
- Processing of canteen orders; bail and fine payments.
- Responsible for supervision of staff in assigned area and may require access to trust accounting systems.

DESW	Duration	Schedule	Classification	Job Title
AB13826				
		Monday to Friday 8:15am-4:30pm	Administrative Support 3	Trust Accounts Clerk
Essential Service Work Functions				
<ul style="list-style-type: none"> Administration of inmate accounts and the inmate welfare fund. Processing of canteen orders; bail and fine payments. Processing inmate requests and incoming mail. 				

DESW	Duration	Schedule	Classification	Job Title
AB13827				
		Monday to Friday 8:15am-4:30pm	Administrative Support 5	Purchasing Administrator/ Accounts Payable
Essential Service Work Functions				
<ul style="list-style-type: none"> Expenditure officer duties including processing invoices, expense claims, procurement cards, contracts, vouchers etc. required to ensure continuation of necessities of life. Vendor and client liaison for inquiries pertaining to contracts and accounts processing. Responsible for purchasing items required for daily operations and scheduling vehicle maintenance. Ordering product, supplies/essential items for the operation of the centre. 				

DESW	Duration	Schedule	Classification	Job Title
AB13828				
		Monday to Friday 8:15am-4:30pm	Administrative Support 3	Inventory Controller
Essential Service Work Functions				
<ul style="list-style-type: none"> Stock Inventory System (SIS) required to maintain control for centralized uniform issue, institutional inventory, kitchen inventory, pandemic inventory. Maintains records for property left by inmates upon release by recording and listing on a database. Maintain records management of centre logbooks. Provide cover off for switchboard reception. Assist Inmate Trust Accounts 				

DESW	Duration	Schedule	Classification	Job Title
AB13829				
		Monday to Friday 8:15am-11:45am	Administrative Support 3	Casework Administrative Assistant and CPIC
Essential Service Work Functions				

- Conduct CPIC checks on inmates.
- Assist in tracking, distribution and response to Request For Information.

DESW	Duration	Schedule	Classification	Job Title
AB13830				
█	█	Monday to Friday	Administrative	Mail Clerk
█	█	8:15am-4:30pm	Support 3	

Essential Service Work Functions

- Process internal and external mail including Request for Interview Forms.
- Identify suspicious mail for Security search.
- Timely receipt and distribution of legal documents (i.e., probation letters and disclosures).

DESW	Duration	Schedule	Classification	Job Title
AB13831				
█	█	Monday to Friday	Operational	Equipment Operator
█	█	8:15am-11:45am	Services 2	(Duty Driver)

Essential Service Work Functions

- Conducts essential deliveries including laundry and in-town pick up of purchased items.
- May be required to operate warehouse equipment such as a forklift.
- Critical interface with Inmate Accounts – transits bail cheques to Bail Office – routine interface with CIBC.
- Maintains vehicle fleet for transports.

DESW	Duration	Schedule	Classification	Job Title
AB13832				
█	█	Monday to Friday	Operational	Warehouse Stock
█	█	8:15am-4:30pm	Services 2	keeper

Essential Service Work Functions

- Receives deliveries.
- Manages warehouse inventory.
- Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, cleaning supplies, bedding, staff clothing, etc.
- May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers.

DESW AB13835	Duration	Schedule	Classification	Job Title
█	█	█	Correctional Service Worker (CSW) 1-2	Correctional Service Worker (Placement Officer)
█				Correctional Service Worker (Temporary Absence Program)
█	█	█	Correctional Service Worker (CSW) 1-2	Correctional Service Worker (Placement Officer)
█				Correctional Service Worker (Temporary Absence Program)

Essential Service Work Functions

- Case planning, release planning and facilitation / support for addiction and mental health intervention.
- Inmate placement (internal and external).
- Prepare application packages for Provincial Parole and Recurring Temporary Absences.
- Write, review, process, and supervise Fine Option and non-recurring Temporary Absences.
- Case planning that includes conditional release (Provincial Parole and Temporary Absence) applications and supervision.
- Staffing for Therapeutic Living Units (TLU).

NEW AB13836	Duration	Schedule	Classification	Job Title
█	█	Monday to Friday 8:15am-4:30pm	Correctional Service Worker (CSW) 3	Correctional Service Worker (Supervisor)
█	█			

Essential Service Work Functions

- Oversee Case planning, release planning and facilitation / support for addiction and mental health intervention.
- Inmate placement (units).
- Unit rounds.

DESW AB13837	Duration	Schedule	Classification	Job Title
█	█	Monday - Friday 8:15 am-11:45 am	Administrative Support 4	Director's Secretary
█	█	Monday - Friday 8:15 am-4:30 pm		

Essential Service Work Functions

- Provide support in issues management on scheduling matters, and other concerns, and issues.
- Frontline contact for both employees and management on day-to-day matters.
- Support issues management for the Director.
- Communication conduit for activities taking place within the centre.

DESW AB13838	Schedule	Classification	Job Title
█	Monday to Friday 8:15am-4:30pm	Administration 1	Sentence Administrator (Chief)

Essential Service Work Functions

- Based on sentence management policy and procedures provide advice and information to the public, crown prosecutors, other justice stakeholders and offenders.
- Oversees processing and maintenance of federal and provincial offender case files.
- Coordinates Inter-provincial transfers of prisoners for the South Region of Alberta.
- Ensure justice stakeholders are alerted to high profile offenders.
- Process legal documentation to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.
- Warrant administration.
- Reviews offender information from courts, police and other agencies to determine any health or security issues.

DESW AB13839	Schedule	Classification	Job Title
█	Monday to Friday 3:30pm - 7:00pm	Administrative Support 6	Sentence Administrator Supervisor

Essential Service Work Functions

- Process legal documentation to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.
- Provides manual calculations and file corrections as required.
- Facilitate or complete inmate booking process including file creation and maintenance.
- Prepare inmate files for release/transfer.
- Responsible for supervision of staff in assigned area.

DESW AB13840	Schedule	Classification	Job Title
█	Monday to Friday 8:15am-4:30pm	Administrative Support 5	Sentence Administrator

Essential Service Work Functions

- Process legal documentation to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.
- Reviews offender information from courts, police, and other agencies to determine any health or security issues.
- Facilitate or complete inmate booking process including file creation and maintenance.
- Prepare inmate files for release/transfer.

DESW	Schedule	Classification	Job Title
AB13841			
■	Monday to Friday 8:15am-4:30pm	Administration 2	Office Manager

Essential Service Work Functions

- Supervision of admin staff and the provision of a variety of services for the centre.
- Payroll, budgeting, purchasing, office supplies, accounts payable, records management, accommodation, and supervision of supervisory positions.
- Ensure manpower invoices are completed.
- Reviews and releases payroll payments and absences into EMTS as expenditure officer.
- Supervises inmate Trust Accounts program involving cash controls, maintenance of records.
- Sign cheques for payment from Trust Funds and the Welfare Fund.
- Oversee care and control of inmate property, money, and valuables upon admittance/ transfer.

DESW	Schedule	Classification	Job Title
AB13842			
■	Monday to Friday 8:15am-4:30pm	Administrative Support 3	Inmate Accounts

Essential Service Work Functions

- Administration of inmate accounts and the inmate welfare fund.
- Processing of canteen orders; bail and fine payments
- Processing inmate requests and incoming mail.

DESW	Schedule	Classification	Job Title
AB13843			
■	Monday to Friday 8:15am-11:45am	Administrative Support 4	CPIC Operator

Essential Service Work Functions

- Reviews information for releases/holds of individuals in custody in relation to their criminal history or any outstanding matters.

DESW AB13844	Duration	Schedule	Classification	Job Title
█	█	Monday to Friday 8:15am–11:45 am	Administrative Support 5	Personnel Supervisor
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Reviews, validates and verifies payroll and benefits. • Administers pay and benefits to an assigned portfolio of staff ensuring that employees are paid timely and accurately. • Responds to pay and benefit inquiries and communicates with HR consultants, benefit carriers, Pay and Benefits staff etc. • Responsible for supervision of staff in assigned area and may require access to staff scheduling/payroll systems. 				

DESW AB13845	Duration	Schedule	Classification	Job Title
█	█	Monday to Friday 8:15am–11:45 am	Administrative Support 5	Accounts Payable Supervisor
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Processing invoices, expense claims, procurement cards, contracts, vouchers etc. • Vendor and client liaison for inquiries pertaining to contracts and accounts processing. • Overseeing inventory stock for the centre warehouse, which supplies officer uniforms and inmate necessities. • Oversees accurate posting of offender trust transactions in ORCA. • Responsible for supervision of staff in assigned area and may require access to finance/accounting systems (including ORCA and CPIC). 				

DESW AB13846	Duration	Schedule	Classification	Job Title
█	█	Monday to Friday 8:15am–4:30pm	Administrative Support 3	Unit Clerk
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Creation and maintenance, tracking, movement, and assignment of offender files (unique due to FSCC design of several bldgs. spread across 65 acres) to ensure timely documentation flow. • Processes Temporary Absence applications – including response for all Denials, Deferrals, Withdrawals, and Amendments, with a high standard of accuracy, and notification of ACOB and outside stakeholders of approved applications. • Enters all ORCA data for assigned units including unit intakes, updates, and changes as they occur. • Receive, screen, and distribute all incoming and outgoing mail within the centre, i.e.: Request for Interview Forms, interoffice mail, memos, correspondence regarding inmates. 				

DESW AB13847	Duration	Schedule	Classification	Job Title
█	█	Monday to Friday 8:15am-4:30pm	Operational Services 3	Warehouse Supervisor
█	█			

Essential Service Work Functions

Highlighted essential work functions include:

- Receives deliveries.
- Manages warehouse inventory.
- Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, cleaning supplies, bedding, staff clothing, etc.
- May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers.
- Responsible for supervision of staff in assigned area and may require access to inventory control systems.

DESW AB13848	Schedule	Classification	Job Title
█	Monday to Friday 8:15am-11:45am	Operational Services 3	Caretaker Supervisor

Essential Service Work Functions

- Responsible for janitorial services and maintaining high hygienic standards for the centre to meet quarterly Health Inspector requirements, for the entire facility including living units; program areas, administrative areas and warehouse/storage facilities.
- Hires/schedules/trains/supervises the inmate labourers who carry out the janitorial duties, perform and maintain them at a hygienic standard set out by the centre as FSCC has no contracted cleaners.
- Maintains, controls and cleaning supplies and janitorial equipment and ensures that everything is fully operational and in safe condition, schedules regular maintenance and servicing.

DESW AB13849	Duration	Schedule	Classification	Job Title
█	First Week	Monday to Friday 6:45am- 10:15 am	Operational Services 2	Laundry/Work Detail/ Property
█	After First Week	Monday to Friday 6:45am-3:00pm		

Essential Service Work Functions

- Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, bedding, staff clothing, etc.

- Overall monitoring of security across all structural dimensions of the facility, both within and outside of the security envelope.
- Movement and escort of inmates.

DESW AB13852	Schedule	Classification	Job Title
█	█	Correctional Service Worker (CSW) 3	Correctional Service Worker 3 (Supervisor)
█	█		

Essential Service Work Functions

- Oversee Case planning, release planning and facilitation / support for addiction and mental health intervention.
- Inmate placement (units).
- Unit rounds.

DESW AB13853	Schedule	Classification	Job Title
█	█	Correctional Service Worker (CSW) 1-2	Correctional Service Worker Fine Option, Orientation, Placement Officer

Essential Service Work Functions

- Review and process applications for fine option program.
- Ensure accurate tracking of fine remaining and time left owing for appropriate and timely release purposes.
- Centre Placement officer
- Prepare application packages for Provincial Parole and Recurring Temporary Absences
- Write, review, process, and supervise Fine Option and non-recurring Temporary Absences
- Case planning that includes conditional release (Provincial Parole and Temporary Absence) applications and supervision.

DESW AB13854	Schedule	Classification	Job Title
█	█	Correctional Service Worker (CSW) 1-2	Correctional Service Worker
█	█		

Essential Service Work Functions

- Case planning, release planning and facilitation / support for addiction and mental health intervention.
- Unit caseworkers, operation of living units.
- T.A. Case plans and parole applications.
- Complete spin.
- TLU (therapeutic living unit) CSW's.
- Prepare application packages for Provincial Parole and Recurring Temporary Absences.

- Write, review, process, and supervise Fine Option and non-recurring Temporary Absences.
- Case planning that includes conditional release (Provincial Parole and Temporary Absence) applications and supervision.

DESW	Duration	Schedule	Classification	Job Title
AB13855				
█	█	Monday - Friday 8:15 am-4:30 pm	Administrative Support 4	Director's Secretary
█	█			

Essential Service Work Functions

- Provide support in scheduling matters, concerns, and issues.
- Frontline contact for both employees and management on day-to-day matters.
- Support issues management for the Director.
- Communication conduit for activities taking place within the centre.

DESW	Schedule	Classification	Job Title
AB13856			
█	█	Administration 1	Sentence Administrator (Chief)

Essential Service Work Functions

- Based on sentence management policy and procedures provide advice and information to the public, crown prosecutors, other justice stakeholders and offenders.
- Oversees processing and maintenance of federal and provincial offender case files.
- Coordinates Inter-provincial transfers of prisoners for the South Region of Alberta.
- Ensure justice stakeholders are alerted to high profile offenders.
- Process legal documentation to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.
- Warrant administration.
- Reviews offender information from courts, police and other agencies to determine any health or security issues.

DESW	Duration	Schedule	Classification	Job Title
AB13857				
█	█	Monday to Friday 8:15am-4:30pm	Administrative Support 5	Sentence Administrator
█	█			

Essential Service Work Functions

- Process legal documentation to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.

- Reviews offender information from courts, police, and other agencies to determine any health or security issues.
- Facilitate or complete inmate booking process including file creation and maintenance.
- Prepare inmate files for release/transfer.

DESW	Schedule	Classification	Job Title
AB13858			
█	Monday to Friday 8:15am-4:30pm	Administrative Support 4	Inmate Accounts

Essential Service Work Functions

- Administration of inmate accounts and the inmate welfare fund.
- Processing of canteen orders; bail and fine payments.
- Responsible for supervision of staff in assigned area and may require access to trust accounting systems.

DESW	Duration	Schedule	Classification	Job Title
AB13859				
█	█	Monday to Friday 8:15am-4:30pm	Administration 2	Office Manager
█	█			

Essential Service Work Functions

- Supervision of admin staff and the provision of a variety of services for the centre.
- Payroll, purchasing, office supplies, accounts payable, records management, accommodation, and supervision of supervisory positions.
- Ensure manpower invoices are completed.
- Reviews and releases payroll payments and absences into EMTS as expenditure officer.
- Supervises inmate Trust Accounts program involving cash controls, maintenance of records.
- Sign cheques for payment from Trust Funds and the Welfare Fund.
- Oversee care and control of inmate property, money and valuables upon admittance/ transfer.

DESW	Schedule	Classification	Job Title
AB13860			
█	Monday to Friday 8:15am-4:30pm	Administrative Support 5	Personnel Supervisor

Essential Service Work Functions

- Reviews, validates and verifies payroll and benefits.
- Administers pay and benefits to an assigned portfolio of staff ensuring that employees are paid timely and accurately.
- Responds to pay and benefit inquiries and communicates with HR consultants, benefit carriers, Pay and Benefits staff, etc.
- Responsible for supervision of staff in assigned area and may require access to staff scheduling/payroll systems.

DESW AB13861	Duration	Schedule	Classification	Job Title
█	██████████	Monday to Friday 8:15am-4:30pm	Administrative Support 3	Reception
█	██████████			
Essential Service Work Functions				
<ul style="list-style-type: none"> • First point of contact in administration or lobby area for members of the public attending the centre to visit inmates or drop off money or approved items. • Receipt, tracking and proper handling of money, property, and legal documents. • Switchboard operator. 				

DESW AB13862	Duration	Schedule	Classification	Job Title
█	██████████	Monday to Friday 8:15am-4:30pm	Operational Services 2	Laundry/Work Detail/ Property
█	██████████			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, bedding, staff clothing, etc. • Responsible for the safe and accurate storage of valuables including cataloguing the value of items and storing them in the safe. • May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers. • Supervision of inmate work crews. 				

DESW AB13863	Duration	Schedule	Classification	Job Title
█	██████████	Monday to Friday 8:15am-4:30pm	Operational Services 3	Warehouse Supervisor/ Property/ Inmate Supplies
█	██████████			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Receives deliveries. • Manages warehouse inventory. • Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, cleaning supplies, bedding, staff clothing, etc. • May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers. • Responsible for supervision of staff in assigned area and may require access to inventory control systems. 				

DESW AB13864	Duration	Schedule	Classification	Job Title
		Monday to Friday 8:15am-4:30pm	Administrative Support 4	Purchasing
Essential Service Work Functions				
<ul style="list-style-type: none"> • Essential purchasing functions, requisitions of day-to-day operational supplies. • Maintaining computer systems, and providing access to staff of operating systems, and SRC functions. • Processing of accounts payable. • Processing of incoming and outgoing mail for inmates and institution. 				

LOCATION: MEDICINE HAT REMAND CENTRE

DESW AB13865	Schedule	Classification	Job Title
		Correctional Peace Officer (CPO) 1-2	Correctional Peace Officer
Essential Services Work Functions			
<ul style="list-style-type: none"> • Responsible for the care, custody, and control of inmates within the legislated requirements of Federal, Provincial legislation and Divisional policy. Responsible for enforcing the security and good order of the facility. • Response to emergency situations. • Facilitation and support of service delivery including but not limited to health care, meals, canteen etc. • Overall monitoring of security across all structural dimensions of the facility, both within and outside of the security envelope. • Movement and escort of inmates. 			

DESW AB13866	Duration	Schedule	Classification	Job Title
			Correctional Service Worker (CSW) 1-2	Admissions & Discharge Property Correctional Service Worker
Essential Service Work Functions				

- Case planning, release planning and facilitation / support for addiction and mental health intervention.
- Inmate placement (internal and external).
- Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, bedding, staff clothing, etc.
- Responsible for the safe and accurate storage of valuables including cataloguing the value of items and storing them in the safe.
- May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers.
- Prepare application packages for Provincial Parole and Recurring Temporary Absences.
- Write, review, process, and supervise Fine Option and non-recurring Temporary Absences.
- Case planning that includes conditional release (Provincial Parole and Temporary Absence) applications and supervision.

DESW AB13867	Schedule	Classification	Job Title
█	Monday to Friday 8:15am–4:30pm	Administrative Support 6	Sentence Administrator Chief

Essential Service Work Functions

- Based on sentence management policy and procedures provide advice and information to the public, crown prosecutors, other justice stakeholders and offenders.
- Oversees processing and maintenance of federal and provincial offender case files.
- Coordinates Inter-provincial transfers of prisoners for the centre.
- Ensure justice stakeholders are alerted to high profile offenders.
- Process legal documentation to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.
- Warrant administration.
- Reviews offender information from courts, police, and other agencies to determine any health or security issues.

DESW AB13868	Schedule	Classification	Job Title
█	Monday to Friday 8:15am–4:30pm	Administration 1	Directors Secretary/ Business Manager/ Reception

Essential Service Work Functions

- Supervision of admin staff and the provision of a variety of services for the centre.
- Payroll, purchasing, office supplies, accounts payable, records management, accommodation, and supervision of supervisory positions.
- Ensure manpower invoices are completed.
- Reviews and releases payroll payments and absences into EMTS as expenditure officer.

- Supervises inmate Trust Accounts program involving cash controls, maintenance of records.
- Sign cheques for payment from Trust Funds and the Welfare Fund.
- Oversee care and control of inmate property, money and valuables upon admittance/ transfer.
- First point of contact in administration or lobby area for members of the public attending the centre to visit inmates or drop off money or approved items.
- Receipt, tracking and proper handling of money, property and legal documents.
- Switchboard operator.

DESW	Duration	Schedule	Classification	Job Title
AB13869				
█	█	Monday to Friday 8:15am-11:45 am	Administrative Support 4	Inmate Accounts
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Administration of inmate accounts and the inmate welfare fund. • Processing of canteen orders; bail and fine payments. • Processing inmate requests and incoming mail. 				

DESW	Duration	Schedule	Classification	Job Title
AB13870				
█	█	Monday to Friday 8:15am-11:45 am	Administrative Support 4	Personnel
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Reviews, validates and verifies payroll and benefits. • Administers pay and benefits to an assigned portfolio of staff ensuring that employees are paid timely and accurately. • Responds to pay and benefit inquiries and communicates with HR consultants, benefit carriers, Pay and Benefits staff, etc. 				

LOCATION: PEACE RIVER CORRECTIONAL CENTRE, PEACE RIVER ALBERTA

DESW	Schedule	Classification	Job Title
AB13871			
█	█	Correctional Peace Officer (CPO) 3	Correctional Peace Officer 3 (Supervisor)
█	█		
█	█		
Essential Services Work Functions			

- Case planning, release planning and facilitation/support for addiction and mental health intervention.
- Inmate placement (internal and external).
- Prepare application packages for Provincial Parole and Recurring Temporary Absences.
- Write, review, process, and supervise Fine Option and non-recurring Temporary Absences.
- Case planning that includes conditional release (Provincial Parole and Temporary Absence) applications and supervision.

DESW	Duration	Schedule	Classification	Job Title
AB13875				
█	█	Monday - Friday 8:15 am–4:30 pm	Administrative Support 4	Director's Secretary
█	█			

Essential Service Work Functions

- Provide support in issue management such as scheduling matters, and other concerns, and issues.
- Frontline contact for both employees and management on day-to-day matters.
- Support issues management for the Director.
- Communication conduit for activities taking place within the centre.

DESW	Schedule	Classification	Job Title
AB13876			
█	Monday to Friday 8:15am- 4:30pm	Administration 1	Sentence Administrator (Chief)

Essential Service Work Functions

- Based on sentence management policy and procedures provide advice and information to the public, crown prosecutors, other justice stakeholders and offenders.
- Oversees processing and maintenance of federal and provincial offender case files.
- Coordinates Inter-provincial transfers of prisoners for the South Region of Alberta.
- Ensure justice stakeholders are alerted to high profile offenders.
- Process legal documentation to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.
- Warrant administration.
- Reviews offender information from courts, police and other agencies to determine any health or security issues.

DESW	Schedule	Classification	Job Title
AB13877			
█	Monday to Friday 8:15am-4:30pm	Administrative Support 6	Sentence Administration Supervisor

Essential Service Work Functions

- Process legal documentation to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.
- Provides manual calculations and file corrections as required.
- Facilitate or complete inmate booking process including file creation and maintenance.
- Prepare inmate files for release/transfer.
- Responsible for supervision of staff in assigned area.

DESW AB13878	Duration	Schedule	Classification	Job Title
█	First week	Monday to Friday 8:15am-4:30pm	Administration 2	Office Manager
█	After first week			

Essential Service Work Functions

- Supervision of admin staff and the provision of a variety of services for the centre.
- Payroll, purchasing, office supplies, accounts payable, records management, accommodation, and supervision of supervisory positions.
- Ensure manpower invoices are completed.
- Reviews and releases payroll payments and absences into Employee Time Management System as expenditure officer.
- Supervises inmate Trust Accounts program involving cash controls, maintenance of records.
- Sign cheques for payment from Trust Funds and the Welfare Fund.
- Oversee care and control of inmate property, money, and valuables upon admittance/ transfer.

DESW AB13879	Schedule	Classification	Job Title
█	Monday to Friday 8:15am-4:30pm	Administrative Support 5	Payroll

Essential Service Work Functions

- Reviews and validates payroll and benefits.
- Administers pay and benefits to an assigned portfolio of staff ensuring that employees are paid timely and accurately.
- Responds to pay and benefit inquiries and communicates with HR consultants, benefit carriers, Pay and Benefits staff, etc.

DESW AB13880	Duration	Schedule	Classification	Job Title
█	First Week	Monday to Friday 8:15am-4:30pm	Administrative Support 4	Inmate Accounts/ Accounts Receivable
█	After First Week			

Essential Service Work Functions

- Administration of inmate accounts and the inmate welfare fund.

- Processing of canteen orders; bail and fine payments.
- Processing inmate requests and incoming mail.
- Processing invoices, expense claims, procurement cards, contracts, vouchers etc.
- Vendor and client liaison for inquiries pertaining to contracts and accounts processing.
- Overseeing inventory stock for the centre warehouse, which supplies officer uniforms and inmate necessities.
- Oversees accurate posting of offender trust transactions in ORCA.

DESW AB13881	Duration	Schedule	Classification	Job Title
■	First Week	Monday to Friday 8:15am-11:45 am	Operational Services 3	Bursar Stores Supervisor
■	After First Week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, bedding, staff clothing, etc. • Responsible for the safe and accurate storage of valuables including cataloguing the value of items and storing them in the safe. • May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers. • Responsible for supervision of staff in assigned area and may require access to inventory control systems. 				

DESW AB13882	Duration	Schedule	Classification	Job Title
■	First Week	Monday to Friday 8:15am-11:45 am	Operational Services 2	Inmate Property Clerk
■	After First Week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, bedding, staff clothing, etc. • Responsible for the safe and accurate storage of valuables including cataloguing the value of items and storing them in the safe. • May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers. 				

DESW AB13883	Duration	Schedule	Classification	Job Title
■	First Week	Monday to Friday 8:15am-4:30pm	Operational Services 2	Duty Driver/ Equipment Operator
■	After First Week			
Essential Service Work Functions				

- Prepare application packages for Provincial Parole and Recurring Temporary Absences.
- Write, review, process, and supervise Fine Option and non-recurring Temporary Absences.
- Case planning that includes conditional release (Provincial Parole and Temporary Absence) applications and supervision.
- Unit Programming – Therapeutic Living Unit.

DESW	Schedule	Classification	Job Title
AB13886			
	Monday to Friday 8:15am–4:30pm	Administrative Support 5	Director's Assistant/ Payroll/ Personnel

Essential Service Work Functions

- Reviews, validates and verifies payroll and benefits.
- Administers pay and benefits to an assigned portfolio of staff ensuring that employees are paid timely and accurately.
- Responds to pay and benefit inquiries and communicates with HR consultants, benefit carriers, Pay and Benefits staff etc.
- Responsible for supervision of staff in assigned area and may require access to staff scheduling/payroll systems.

DESW	Schedule	Classification	Job Title
AB13887			
1	09:45-18:00 Monday -Friday	Administrative Support 6	Sentence Administration Supervisor

Essential Service Work Functions

- Process legal documentation to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders.
- Provides manual calculations and file corrections as required.
- Facilitate or complete inmate booking process including file creation and maintenance.
- Prepare inmate files for release/transfer.
- Responsible for supervision of staff in assigned area.
- Based on sentence management policy and procedures provide advice and information to the public, crown prosecutors, other justice stakeholders and offenders.
- Oversees processing and maintenance of federal and provincial offender case files.
- Coordinates Inter-provincial transfers of prisoners for the centre.
- Ensure Justice stakeholders are alerted to high profile offenders.
- Warrant administration.
- Reviews offender information from courts, police, and other agencies to determine any health or security issues.
- Need until courts are completed, typically 1800-1900.

DESW AB13888	Schedule	Classification	Job Title
█	Monday to Friday 9:45am to 6:00pm	Administrative Support 5	Sentence Administrator
Essential Service Work Functions			
<ul style="list-style-type: none"> • Process legal documentation to provide adequate and accurate sentence administration, sentence calculation, record management, offender admissions and releases, bail and fine option management, and management of Conditional Sentence Orders. • Reviews offender information from courts, police, and other agencies to determine any health or security issues. • Facilitate or complete inmate booking process including file creation and maintenance. • Prepare inmate files for release/transfer. 			

DESW AB13889	Schedule	Classification	Job Title
█	Monday to Friday 8:15am–11:45 am	Administrative Support 4	Inmate Trust Accounts /Accounts Payable and procurement
Essential Service Work Functions			
<ul style="list-style-type: none"> • Administration of inmate accounts and the inmate welfare fund. • Processing of canteen orders; bail and fine payments. • Processing inmate requests and incoming mail. • Also do accounts payable and purchasing. 			

DESW AB13890	Schedule	Classification	Job Title
█	Monday to Friday 8:15am–11:45 am	Operational Services 2	Inmate Property Warehouse
Essential Service Work Functions			
<ul style="list-style-type: none"> • Receives deliveries. • Manages warehouse inventory. • Maintains assigned work area and depending on work assignments, may be responsible for the receipt, storage and issuance of inmate property, clothing, personal effects, hygiene items, cleaning supplies, bedding, staff clothing, etc. • May also be responsible for laundry operation within the centre or delivery and shipment of laundry to external service providers. 			

DESW AB13891	Schedule	Classification	Job Title
█	Monday to Friday 8:15am–4:30pm	Administrative Support 3	Reception

Essential Service Work Functions	
<ul style="list-style-type: none"> • First point of contact in administration or lobby area for members of the public attending the centre to visit inmates or drop off money or approved items. • Receipt, tracking and proper handling of money, property, and legal documents. • Switchboard operator. 	

DESW	Duration	Schedule	Classification	Job Title
AB13892				
	First Week	Monday to Friday 8:15am-4:30pm	Administration 2	Business Manager
	After First Week			

Essential Service Work Functions	
<ul style="list-style-type: none"> • Supervision of admin staff and the provision of a variety of services for the centre. • Payroll, purchasing, records management. • Ensure manpower invoices are completed. • Reviews and releases payroll payments and absences into Employee Time Management System (ETMS) as expenditure officer. • Supervises inmate Trust Accounts program involving cash controls, maintenance of records. • Sign cheques for payment from Trust Funds and the Welfare Fund. • Oversee care and control of inmate property, money, and valuables upon admittance/ transfer. 	

Program: Correctional Planning and Innovation Branch

LOCATION: EDMONTON (BROWNLEE BUILDING)

ESSENTIAL SERVICES REQUIREMENTS	TOTAL	
	First Week	After First Week
Total number of capable and qualified managers to perform essential services*		
Total number of capable and qualified opted out & excluded staff to perform essential services		
Total number of bargaining unit members required fulfill Designated Essential Service Worker (DESW) positions during essential services operations		
Total number required to support the essential service operations		

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

DESW	Duration	Schedule	Classification	Job Title
AB13893				
		8:15am-4:30pm, Monday - Friday	Program Services 4	BT Analyst
Essential Work functions				
<ul style="list-style-type: none"> • Provide provincial support to the operation branches of Correctional Services Division. • Ensure offender records database, ORCA (Offenders records and Correctional Administration, contains accurate, meaningful, data. • Troubleshoot problems within the system, which can have a significant effect on the safe and secure operations of correctional centres. 				

Program: Correctional Programs and Services

LOCATION: EDMONTON (BROWNLEE BUILDING)

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (Week 1)	Medium term (Week 2)	Long term (Week 3)
Total number of capable and qualified managers to perform essential services*			
Total number of capable and qualified opted out & excluded staff to perform essential services			
Total number of bargaining unit members required fulfill Designated Essential Service Worker (DESW) positions during essential services operations			
Total number required to support the essential service operations			

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

NEW	Schedule	Classification	Job Title
AB13894	Monday - Friday 8:15am-4:30pm	Administrative Support 5	CPIC Operator/ Business Administrator
Essential Service Work Functions			
<ul style="list-style-type: none"> - CPIC database maintenance – adding, removing, amending Temporary Absence (TA) permits and Parole Certificates. • Management of CPIC queries, messages. • Payroll, purchasing, office supplies, accounts payable, records management. • Reviews and releases payroll payments and absences into Employee Time Management System as expenditure officer. 			

Division: Public Security

Program: Sheriffs Branch Head Office

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (Week 1)	Medium term (Week 2)	Long term (Week 3)
Total number of capable and qualified managers to perform essential services*			
Total number of capable and qualified opted out & excluded staff to perform essential services			
Total number of bargaining unit members required fulfill Designated Essential Service Worker (DESW) positions during essential services operations			
Total number required to support the essential service operations			

LOCATION: 9833 109 STREET NW, EDMONTON, AB T5K 2E8

DESW	Duration	Schedule	Job Title	Classification
AB13895				
		Monday to Friday 8:15am-4:30pm	Executive Assistant	Administrative Support 5

Essential Service Work Functions

- Receiving and responding to calls from the general public.
 - Mail and general reception.
 - Coordinates correspondence with the DMO and ADMO.
 - Coordinates Chief Sheriff schedule, take notes and meetings.
 - Tracking ARTS and other essential timely correspondence.
- *This position is not required for the first 2 weeks of a work stoppage but is required full-time after the first 2 weeks.

DESW	Duration	Schedule	Job Title	Classification
AB13896				
		Monday to Friday 8:15am-4:30pm	Branch Budget Officer	A02

Essential Service Work Functions

- Completes essential financial tracking, forecasting roll-ups, and budgeting for the Branch.

- Submits roll ups to PSES Finance. Coordinates budget and forecasting with Finance.
*This position is not required for the first 2 weeks of a work stoppage but is required after the first 2 weeks.

DESW	Duration	Schedule	Job Title	Classification
AB13897				
		Monday to Friday 8:15am-4:30pm	Finance Assistant	Administrative Support 5

Essential Service Work Functions

- Completes essential financial tracking, forecasting, and budgeting for Head Office.
- Provides cover-off for directorate budget officers and AO2 position in Head Office.
- Provides support to the Chief, and to the Branch.
- *This position is not required for the first 2 weeks of a work stoppage but is required full-time after the first 2 weeks.

Program: Operational Support Services (OSS)

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (Week 1)	Medium term (Week 2)	Long term (Week 3)
Total number of capable and qualified managers to perform essential services*			
Total number of capable and qualified opted out & excluded staff to perform essential services			
Total number of bargaining unit members required fulfill Designated Essential Service Worker (DESW) positions during essential services operations			
Total number required to support the essential service operations			

LOCATION: EDMONTON

Address: 10927 120 Street, Edmonton, AB

DESW	Duration	Schedule	Job Title	Classification
AB13898				
			Safety & Strategic Asset Specialist	Sheriff, Security and Transport 4

Essential Service Work Functions

- Coordinating/delivering Branch vehicles for regular cleaning and mechanical maintenance, ensuring safety for employees, prisoners, and the public.
- Approving repairs and maintenance, liaising with PSES Fleet Services and Service Alberta.

DESW	Schedule	Job Title	Classification
AB13899			
█	Monday to Friday 0815-1630 hrs	Logistics Operator	Equipment Operations 1
Essential Service Work Functions			
<ul style="list-style-type: none"> • Delivering Branch vehicles for regular cleaning and mechanical maintenance, ensuring safety for employees, prisoners, and the public. • █ Operators in Edmonton, █ in Calgary. 			

LOCATION: CALGARY

Address: Foothills West Phase II, 2711 – 61 Avenue S.E. Calgary, AB

DESW	Duration	Schedule	Job Title	Classification
AB13900				
█	█	Monday to Friday 0815-1630 hrs	Contract & Supply Chain Specialist	Program Services 4
█	█			
█	█			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Facilitates the tender and purchase of required operational uniforms and police equipment. • Oversees Quartermaster stores (distribution of all kit and clothing for the Branch). • If a Sheriff were to break a holster, dispense their OC, require replacement first aid supplies, etc. someone needs to receive the request and facilitate emergency replacement from stores. • Coordinates the purchase and procurement of all goods and services with PSES Procurement on behalf of the Branch. 				

Program: Sheriff's Branch – Fish and Wildlife

ESSENTIAL SERVICES REQUIREMENTS	TOTAL	
	First week	After first week
Total number of capable and qualified managers to perform essential services.		
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff		
Total number of bargaining unit members required fulfill DESW positions during essential services operations		
Total number required to support the essential service operations		

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: NORTHWEST REGION

Address: 9621 – 96 Avenue, Peace River, AB

Note: Offices are located throughout the region, but field staff are expected to perform their duties anywhere in the region.

DESW AB13901	Job Title	Classification	Schedule
■	Fish and Wildlife Officer	Natural Resources 7	5 days on 2 days off (7.25 hrs) Hours vary depending on needs <div style="background-color: black; width: 100%; height: 150px; margin-top: 10px;"></div>
■	Fish & Wildlife District Officer	Natural Resources 8	5 days on 2 days off (7.25 hrs) Hours vary depending on needs <div style="background-color: black; width: 100%; height: 20px; margin-top: 10px;"></div>

			<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
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Essential Service Work Functions

- Response to, and investigation of, protection of life occurrences involving human-wildlife conflicts.
- Response to and control of large ungulates in urban populated areas that pose a serious and significant public safety hazard.
- Response to enforcement complaints involving public safety and protection of life/injury (including RAPID Force priority 1 and 2 calls, dangerous hunting).
- Officers with previously scheduled court commitments are required to attend.

Emergency Triggers

- In the event of an emergency situation, additional officers may be required to provide assistance.
- Officers with previously scheduled court commitments are required to attend.

DESW	Job Title	Classification	Schedule
AB13902			
█	Regional Administrative Lead	Administrative Support 6	Monday – Friday 8:15 am – 4:30 pm

Essential Service Work Functions

- Payroll and finance related job duties.
- Review and approvals for payroll, finance.

LOCATION: NORTHEAST REGION

Address: Telus Building, 250 Diamond Avenue, Spruce Grove, AB

Note: Offices are located throughout the region, but field staff are expected to perform their duties anywhere in the region.

DESW AB13903	Job Title	Classification	Schedule
█	Fish and Wildlife Officer	Natural Resources 7	5 days on 2 days off (7.25 hrs) Hours vary depending on needs ████████████████████ ██ ██ ██ ██ ██ ██ ██
█	Fish & Wildlife District Officer	Natural Resources 8	5 days on 2 days off (7.25 hrs) Hours vary depending on needs ████████████████████ ██ ██ ██ ██ ██ ██ ██
█	Fish & Wildlife Sergeant	Natural Resources 8	5 days on 2 days off (7.25 hrs) Hours vary depending on needs ████████████████████ ██ ██ ██

			[REDACTED]
			[REDACTED]
			[REDACTED]
			[REDACTED]

Essential Service Work Functions

- Response to, and investigation of, protection of life occurrences involving human-wildlife conflicts.
- Response to and control of large ungulates in urban populated areas that pose a serious and significant public safety hazard.
- Response to enforcement complaints involving public safety and protection of life/injury (including RAPID Force priority 1 and 2 calls, dangerous hunting)

DESW	Duration	Job Title	Classification	Schedule
AB13904				
[REDACTED]	[REDACTED]	Regional Administrative Lead	Administrative Support 6	Monday – Friday 8:15 am – 4:30 pm
[REDACTED]	[REDACTED]			

Essential Service Work Functions

- Payroll and finance related job duties.
- Review and approvals for payroll, finance.

LOCATION: SOUTHERN REGION

Address: Foothills West Phase II, 2711 – 61 Avenue S.E. Calgary, AB

Note: Offices are located throughout the region, but field staff are expected to perform their duties anywhere in the region.

DESW	Job Title	Classification	Schedule
AB13905			
[REDACTED]	Fish and Wildlife Officer	Natural Resources 7	5 days on 2 days off (7.25 hrs) Hours vary depending on needs [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

			<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
█	Fish & Wildlife District Officer	Natural Resources 8	<p>5 days on 2 days off (7.25 hrs)</p> <p>Hours vary depending on needs</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
█	Fish & Wildlife Sergeant	Natural Resources 8	<p>5 days on 2 days off (7.25 hrs)</p> <p>Hours vary depending on needs</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
Essential Service Work Functions			
<ul style="list-style-type: none"> • Response to, and investigation of, protection of life occurrences involving human-wildlife conflicts. • Response to and control of large ungulates in urban populated areas that pose a serious and significant public safety hazard. • Response to enforcement complaints involving public safety and protection of life/injury (including RAPID Force priority 1 and 2 calls, dangerous hunting). 			
Emergency Triggers			
<ul style="list-style-type: none"> • In the event of an emergency, additional officers may be required to provide assistance. 			

- Officers with previously scheduled court commitments are required to attend.

DESW AB13906	Job Title	Classification	Schedule
█	Regional Administrative Lead	Administrative Support 6	Monday – Friday 8:15 am – 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Payroll and finance related job duties. 			

LOCATION: HEADQUARTERS

Address: Bowker Building, 9833 – 109 Street, 6th floor, Edmonton, AB

DESW AB13907	Job Title	Classification	Schedule
█	Provincial Problem Wildlife Specialist	Natural Resources 9	5 days on 2 days off (7.25 hrs) Hours vary depending on needs ██ ██ ██ ██ ██ ██ ██
Essential Service Work Functions			
<ul style="list-style-type: none"> • Respond to, and investigation of, protection of life and property occurrences involving serious human-wildlife conflicts coordination. • Respond to and control large ungulates in urban populated areas that pose a serious and significant public safety hazard coordination. 			

DESW AB13908	Job Title	Classification	Schedule
█	Administrative Officer	Administration 1	Monday to Friday 8:15am to 4:30pm (7.25 hrs)
Essential Service Work Functions			
<ul style="list-style-type: none"> • All finance, payroll, for the Directorate. 			

Special Investigations Section – FWES Headquarters

Address: 12360 – 142 Street, Edmonton, AB T5L 4X9

Note: Major Investigations and Intelligence Unit is located in Edmonton and responsible for work throughout the Province.

DESW AB13909	Job Title	Classification	Schedule
█	Detective	Natural Resources 8	█
Essential Service Work Functions			
<ul style="list-style-type: none"> • Advisory role to field staff and management on commercial and complex investigations 			
Emergency Triggers			
<ul style="list-style-type: none"> • In the event of an emergency situation, additional officers may be required to provide assistance. • Required to attend previously scheduled court commitments. 			

LOCATION: FORENSICS SERVICES UNIT- FWES HEADQUARTERS

Address: O.S. Longman Building, 7th floor, 6909 – 116 Street, Edmonton, AB T6H 4P2

DESW AB13910	Job Title	Classification	Schedule
█	Forensic Biologist	Scientific 3	5 days on 2 days off (7.25 hrs) Hours vary depending on needs █
Essential Service Work Functions			
<ul style="list-style-type: none"> • Required for DNA analysis on emergency files (human/wildlife fatalities). 			
Emergency Triggers			
<ul style="list-style-type: none"> • In the event of an emergency situation. • Attend previously scheduled court commitments. 			

Program: Sheriffs Branch – Court Security Services

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services	
Total number of capable and qualified opted out & excluded staff to perform essential services.	
Total number of bargaining unit members required to fulfill DESW positions during essential services operations	
Total number required to support the essential service operations	
TERMS AND CONDITIONS	
Due to the nature of the work performed by Sheriffs they may be required to be re-deployed to a different location dependent upon the urgency and need. Should this occur, the associated actual costs would be covered by the Sheriffs Branch up to the maximum allowed by GoA policy.	

North Region

LOCATION: EDMONTON LAW COURTS

Address: 1A Sir Winston Churchill Square, Edmonton, AB

DESW AB13911	Schedule	Classification	Job Title
	Employer to determine appropriate shifts; shifts could be: <div style="background-color: black; height: 100px; width: 100%;"></div>	Sheriff, Security and Transport 4	Court Security and Prisoner Transport Sergeant
Essential Service Work Functions			
<ul style="list-style-type: none"> • Deploy Sheriffs to specific locations, events and/or assignments. • Identify concerns and issues associated with specific program through stakeholder involvement and discussions. • Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies. • Ensure safety of persons in custody and/or properties seized. • Ensures interviews, reports, and legal documents are completed in accordance with established policies and procedures. 			

DESW AB13912	Schedule	Classification	Job Title
		Sheriff, Security and Transport 2/3	Court Security and Prisoner Transport Sheriff
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide Court security and prisoner escort services for court facilities. • Provide perimeter screening services to base court facilities. • Collect DNA samples under court order from out of custody persons. • Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories. • Assist provincial and municipal police agencies with public order. 			

DESW AB13913	Job Title	Classification	Schedule
	Court Security and Prisoner Transport Sheriff/Jury Security Officer	Sheriff, Security and Transport 1	
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide Court security and for court facilities. • Provide perimeter screening services to base court facilities. • Provide jury security during trials. 			

DESW AB13914	Job Title	Classification	Schedule
	Court Security and Prisoner Transport Admin Assistant	Administrative Support 4	
Essential Service Work Functions			
<ul style="list-style-type: none"> • Prepares payroll data entry for all staff including wage Jury Guards. • Ensures proper submissions of all forms such as ETMS, pay and benefits etc. • Processes invoices for payment. • Answers telephone, email and fax concerns and complaints from public and stakeholders. • Provides administrative support to managers. • Processing out of province prisoner escort travel documents. • Receiving inquiries from the judiciary. • Processing workmen's compensation claims. • Dealing with SRC matters. • This position would also support the Protection Services section. 			

LOCATION: HIGH LEVEL

Address: 10106 – 100 Avenue, High Level, AB

DESW AB13915	Job Title	Classification	Schedule
█	Court Security and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	█

Essential Service Work Functions

- Deploy Sheriffs to specific locations, events and/or assignments.
- Identify concerns and issues associated with specific program through stakeholder involvement and discussions.
- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.
- Interviews, reports, and legal documents are completed in accordance with established policies and procedures.

DESW AB13916	Schedule	Classification	Job Title
█	█	Sheriff, Security and Transport 2/3	Court Security and Prisoner Transport Sheriff
█	█		

Essential Service Work Functions

- Provide Court security and prisoner escort services for court facilities.
- Provide perimeter screening services to base court facilities.
- Collect DNA samples under court order from out of custody persons.
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

LOCATION: PEACE RIVER

Address: 9905 –97 Avenue, Peace River, AB

DESW AB13917	Job Title	Classification	Schedule
█	Court Security and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	█

Essential Service Work Functions

- Deploy Sheriffs to specific locations, events and/or assignments.
- Identify concerns and issues associated with specific program through stakeholder involvement and discussions.
- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.

- Ensure interviews, reports, and legal documents are completed in accordance with established policies and procedures.

DESW AB13918	Schedule	Classification	Job Title
█	█	Sheriff, Security and Transport 2/3	Court Security and Prisoner Transport Sheriff
█	█		

Essential Service Work Functions

- Provide Court security and prisoner escort services for court facilities.
- Provide perimeter screening services to base court facilities.
- Collect DNA samples under court order from out of custody persons.
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

LOCATION: GRANDE PRAIRIE

Address: 9905 -97 Avenue, Grande Prairie, AB

DESW AB13919	Job Title	Classification	Schedule
█	Court Security and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	█

Essential Service Work Functions

- Deploy Sheriffs to specific locations, events and/or assignments.
- Identify concerns and issues associated with specific program through stakeholder involvement and discussions.
- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.
- Ensure interviews, reports, and legal documents are completed in accordance with established policies and procedures.

DESW AB13920	Schedule	Classification	Job Title
█	█	Sheriff, Security and Transport 2/3	Court Security and Prisoner Transport Sheriff
█	█		

Essential Service Work Functions

- Provide Court security and prisoner escort services for court facilities.
- Provide perimeter screening services to base court facilities.
- Collect DNA samples under court order from out of custody persons.
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.

- Assist provincial and municipal police agencies with public order.

LOCATION: HIGH PRAIRIE

Address: 4911 –53 Avenue, High Prairie, AB

DESW AB13921	Job Title	Classification	Schedule
█	Court Security and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	█
Essential Service Work Functions			
<ul style="list-style-type: none"> • Deploy Sheriffs to specific locations, events and/or assignments. • Identify concerns and issues associated with specific program through stakeholder involvement and discussions. • Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies. • Ensure safety of persons in custody and/or properties seized. • Ensure interviews, reports, and legal documents are completed in accordance with established policies and procedures. 			

DESW AB13922	Schedule	Classification	Job Title
█	█	Sheriff, Security and Transport 2/3	Court Security and Prisoner Transport Sheriff
█	█		
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide Court security and prisoner escort services for court facilities. • Provide perimeter screening services to base court facilities. • Collect DNA samples under court order from out of custody persons. • Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories. • Assist provincial and municipal police agencies with public order. 			

LOCATION: HINTON

Address: 237 Jasper Street, Hinton, AB

DESW AB13923	Job Title	Classification	Schedule
█	Court Security and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	█
Essential Service Work Functions			
<ul style="list-style-type: none"> • Deploy Sheriffs to specific locations, events and/or assignments. • Identify concerns and issues associated with specific program through stakeholder involvement and discussions. 			

- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.
- Ensure interviews, reports, and legal documents are completed in accordance with established policies and procedures.

DESW AB13924	Schedule	Classification	Job Title
█	█	Sheriff, Security and Transport 2/3	Court Security and Prisoner Transport Sheriff
█	█		

Essential Service Work Functions

- Provide Court security and prisoner escort services for court facilities.
- Provide perimeter screening services to base court facilities.
- Collect DNA samples under court order from out of custody persons.
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

LOCATION: STONY PLAIN

Address: 4711 – 44 Avenue, Stony Plain, AB

DESW AB13925	Schedule	Classification	Job Title
█	█	Sheriff, Security and Transport 2/3	Court Security and Prisoner Transport Sheriff
█	█		

Essential Service Work Functions

- Provide Court security and prisoner escort services for court facilities.
- Provide perimeter screening services to base court facilities.
- Collect DNA samples under court order from out of custody persons.
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

LOCATION: ST. ALBERT

Address: 3 St. Anne Street, St. Albert, AB

DESW AB13926	Job Title	Classification	Schedule
█	Court Security and Prisoner Transport Sheriff	Sheriff, Security and Transport 2/3	█

Essential Service Work Functions

- Provide Court security and prisoner escort services for court facilities.
- Provide perimeter screening services to base court facilities.
- Collect DNA samples under court order from out of custody persons.
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

LOCATION: FORT MCMURRAY

Address: 9700 Franklin Avenue, Fort McMurray, AB

DESW AB13927	Job Title	Classification	Schedule
█	Court Security and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	█
Essential Service Work Functions			
<ul style="list-style-type: none"> • Deploy Sheriffs to specific locations, events and/or assignments. • Identify concerns and issues associated with specific program through stakeholder involvement and discussions. • Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies. • Ensure safety of persons in custody and/or properties seized. • Ensure interviews, reports, and legal documents are completed in accordance with established policies and procedures. 			

DESW AB13928	Schedule	Classification	Job Title
█	█	Sheriff, Security and Transport 2/3	Court Security and Prisoner Transport Sheriff
█	█		
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide Court security and prisoner escort services for court facilities. • Provide perimeter screening services to base court facilities. • Collect DNA samples under court order from out of custody persons. • Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories. • Assist provincial and municipal police agencies with public order. 			

LOCATION: ST. PAUL

Address: 470 -50 Street, St. Paul, AB

DESW AB13929	Job Title	Classification	Schedule
█	Court Security and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	█

Essential Service Work Functions

- Deploy Sheriffs to specific locations, events and/or assignments.
- Identify concerns and issues associated with specific program through stakeholder involvement and discussions.
- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.
- Interviews, reports, and legal documents are completed in accordance with established policies and procedures.

DESW AB13930	Schedule	Classification	Job Title
█	█	Sheriff, Security and Transport 2/3	Court Security and Prisoner Transport Sheriff
█	█		

Essential Service Work Functions

- Provide Court security and prisoner escort services for court facilities.
- Provide perimeter screening services to base court facilities.
- Collect DNA samples under court order from out of custody persons.
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

LOCATION: VERMILION

Address: 4701 – 52 Street, Vermilion, AB

DESW AB13931	Job Title	Classification	Schedule
█	Court Security and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	█

Essential Service Work Functions

- Deploy Sheriffs to specific locations, events and/or assignments.
- Identify concerns and issues associated with specific program through stakeholder involvement and discussions.
- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.
- Ensure interviews, reports, and legal documents are completed in accordance with established policies and procedures.

DESW AB13932	Schedule	Classification	Job Title
█	█	Sheriff, Security and Transport 2/3	Court Security and Prisoner Transport Sheriff

Essential Service Work Functions

- Provide Court security and prisoner escort services for court facilities.
- Provide perimeter screening services to base court facilities.
- Collect DNA samples under court order from out of custody persons.
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

LOCATION: WETASKIWIN

Address: 4605 – 51 Street, Wetaskiwin, AB

DESW AB13933	Job Title	Classification	Schedule
█	Court Security and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	█

Essential Service Work Functions

- Deploy Sheriffs to specific locations, events and/or assignments.
- Identify concerns and issues associated with specific program through stakeholder involvement and discussions.
- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.
- Interviews, reports, and legal documents are completed in accordance with established policies and procedures.

DESW AB13934	Schedule	Classification	Job Title
█	█	Sheriff, Security and Transport 2/3	Court Security and Prisoner Transport Sheriff

Essential Service Work Functions

- Provide Court security and prisoner escort services for court facilities.
- Provide perimeter screening services to base court facilities.
- Collect DNA samples under court order from out of custody persons.
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

LOCATION: LEDUC

Address: 4612 – 50 Street, Leduc, AB

DESW AB13935	Schedule	Classification	Job Title
█	█	Sheriff, Security and Transport 2/3	Court Security and Prisoner Transport Sheriff
█	█		
Essential Service Work Functions			
<ul style="list-style-type: none">• Provide Court security and prisoner escort services for court facilities.• Provide perimeter screening services to base court facilities.• Collect DNA samples under court order from out of custody persons.• Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.• Assist provincial and municipal police agencies with public order.			

LOCATION: SHERWOOD PARK

Address: 190 Chippewa Road, Sherwood Park, AB

DESW AB13936	Schedule	Classification	Job Title
█	█	Sheriff, Security and Transport 2/3	Court Security and Prisoner Transport Sheriff
Essential Service Work Functions			
<ul style="list-style-type: none">• Provide Court security and prisoner escort services for court facilities.• Provide perimeter screening services to base court facilities.• Collect DNA samples under court order from out of custody persons.• Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.• Assist provincial and municipal police agencies with public order.			

LOCATION: FORT SASKATCHEWAN

Address: 10504-100th Avenue, Fort Saskatchewan, AB

DESW AB13937	Schedule	Classification	Job Title
█	█	Sheriff, Security and Transport 2/3	Court Security and Prisoner Transport Sheriff
Essential Service Work Functions			
<ul style="list-style-type: none">• Provide Court security and prisoner escort services for court facilities.• Provide perimeter screening services to base court facilities.• Collect DNA samples under court order from out of custody persons.• Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.• Assist provincial and municipal police agencies with public order.			

LOCATIONS: EDMONTON AREA REGIONAL

Addresses:

Leduc: 4612 – 50 Street, Leduc, AB

Fort Saskatchewan: 10504-100th Avenue, Fort Saskatchewan, AB

Sherwood Park: 190 Chippewa Road, Sherwood Park, AB

DESW AB13938	Job Title	Classification	Schedule
█	Court Security and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	█ █
Essential Service Work Functions			
<ul style="list-style-type: none"> • Deploy Sheriffs to specific locations, events and/or assignments. • Identify concerns and issues associated with specific program through stakeholder involvement and discussions. • Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies. • Ensure safety of persons in custody and/or properties seized. • Interviews, reports, and legal documents are completed in accordance with established policies and procedures. 			

LOCATIONS: ST. ALBERT & STONY PLAIN

Addresses:

St. Albert: 3 St. Anne Street, St. Albert, AB

Stony Plain: 4711 – 44 Avenue, Stony Plain, AB

DESW AB13939	Job Title	Classification	Schedule
█	Court Security and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	█ █
Essential Service Work Functions			
<ul style="list-style-type: none"> • Deploy Sheriffs to specific locations, events and/or assignments. • Identify concerns and issues associated with specific program through stakeholder involvement and discussions. • Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies. • Ensure safety of persons in custody and/or properties seized. • Interviews, reports, and legal documents are completed in accordance with established policies and procedures. 			

South Region

LOCATION: CALGARY COURT CENTRE

Address: 601 – 5th Street SW, Calgary, AB

DESW AB13940	Schedule	Classification	Job Title
█	Employer to determine appropriate shifts; shifts could be: █	Sheriff, Security and Transport 4	Court Security and Prisoner Transport Sergeant

Essential Service Work Functions

- Deploy Sheriffs to specific locations, events and/or assignments.
- Identify concerns and issues associated with specific program through stakeholder involvement and discussions.
- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.
- Ensure interviews, reports, and legal documents are completed in accordance with established policies and procedures.

DESW AB13941	Job Schedule	Classification	Job Title
█	█ █ █	Sheriff, Security and Transport 2/3	Court Security and Prisoner Transport Sheriff

Essential Service Work Functions

- Provide Court security and prisoner escort services for court facilities.
- Provide perimeter screening services to base court facilities.
- Collect DNA samples under court order from out of custody persons.
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

DESW AB13942	Schedule	Classification	Job Title
█	█	Sheriff, Security and Transport 1/ Jury Security Officer	Court Security and Prisoner Transport Sheriff

Essential Service Work Functions

- Provide Court security for court facilities.
- Provide perimeter screening services to base court facilities.
- Provide jury security during trials.

LOCATION: RED DEER (CURRENT FACILITY)

Address: 4909 – 48th Avenue, Red Deer, AB

DESW AB13943	Job Title	Classification	Schedule
█	Court Security and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	█
Essential Service Work Functions			
<ul style="list-style-type: none"> • Deploy Sheriffs to specific locations, events and/or assignments. • Identify concerns and issues associated with specific program through stakeholder involvement and discussions. • Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies. • Ensure safety of persons in custody and/or properties seized. • Ensure interviews, reports, and legal documents are completed in accordance with established policies and procedures. 			

DESW AB13944	Schedule	Classification	Job Title
█	█	Sheriff, Security and Transport 2/3	Court Security and Prisoner Transport Sheriff
█	█		
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide Court security for court facilities. • Provide perimeter screening services to base court facilities. • Collect DNA samples under court order from out of custody persons. • Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories. • Assist provincial and municipal police agencies with public order. 			

DESW AB13945	Job Title	Classification	Schedule
█	Court Security and Prisoner Transport Sheriff/Jury Security Officer	Sheriff, Security and Transport 1	█
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide Court security for court facilities. • Provide perimeter screening services to base court facilities. • Provide jury security during trials. 			

LOCATION: LETHBRIDGE

Address: 320 – 4th Street South, Lethbridge, AB

DESW AB13946	Job Title	Classification	Schedule
█	Court Security and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	█
Essential Service Work Functions			
<ul style="list-style-type: none">• Deploy Sheriffs to specific locations, events and/or assignments.• Identify concerns and issues associated with specific program through stakeholder involvement and discussions.• Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.• Ensure safety of persons in custody and/or properties seized.• Ensure interviews, reports, and legal documents are completed in accordance with established policies and procedures.			

DESW AB13947	Schedule	Classification	Job Title
█	█	Sheriff, Security and Transport 2/3	Court Security and Prisoner Transport Sheriff
█	█		
Essential Service Work Functions			
<ul style="list-style-type: none">• Provide Court security for court facilities.• Provide perimeter screening services to base court facilities.• Collect DNA samples under court order from out of custody persons.• Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.• Assist provincial and municipal police agencies with public order.			

DESW AB13948	Job Title	Classification	Schedule
█	Court Security and Prisoner Transport Sheriff/Jury Security Officer	Sheriff, Security and Transport 1	█
Essential Service Work Functions			
<ul style="list-style-type: none">• Provide Court security for court facilities.• Provide perimeter screening services to base court facilities.• Provide jury security during trials.			

LOCATION: MEDICINE HAT

Address: 1018, 460 First Street, SE, Medicine Hat, AB

DESW AB13949	Job Title	Classification	Schedule
█	Court Security and Prisoner Transport Sergeant	Sheriff, Security and Transport 4	█

Essential Service Work Functions

- Deploy Sheriffs to specific locations, events and/or assignments.
- Identify concerns and issues associated with specific program through stakeholder involvement and discussions.
- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.
- Ensure interviews, reports, and legal documents are completed in accordance with established policies and procedures.

DESW AB13950	Schedule	Classification	Job Title
		Sheriff, Security and Transport 2/3	Court Security and Prisoner Transport Sheriff

Essential Service Work Functions

- Provide Court security for court facilities.
- Provide perimeter screening services to base court facilities.
- Collect DNA samples under court order from out of custody persons.
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

Program: Sheriff's Branch - Protection and Communication Services

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (Week 1)	Medium term (Week 2)	Long term (Week 3)
Total number of capable and qualified managers to perform essential services*	[REDACTED]		
Total number of capable and qualified opted out & excluded staff to perform essential services			
Total number of bargaining unit members required fulfill Designated Essential Service Worker (DESW) positions during essential services operations			
Total number required to support the essential service operations			

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

Transport Services

LOCATION: EDMONTON ESCORTT BASE

Address: 10927 – 120 Street, Edmonton, AB

DESW AB13951	Schedule	Classification	Job Title
		Sheriff, Security and Transport 4	Court Security and Prisoner Transport Sergeant

Essential Service Work Functions

- Deploy Sheriffs to specific locations, events and/or assignments.
- Identify concerns and issues associated with specific program through stakeholder involvement and discussions.
- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.
- Interviews, reports, and legal documents are completed in accordance with established policies and procedures.

Foreseeable Changes:

Employer intends to closely monitor staffing level during the initial periods of job action to assess if having only 1 DESW at the escort bases results in safety risks and may at that point, engage with AUPE to increase the levels.

DESW AB13952	Schedule	Classification	Job Title
		Sheriff, Security and Transport 2/3	Court Security and Prisoner Transport Sheriff

Essential Service Work Functions

- Provide Court security and prisoner escort services for court facilities.
- Provide perimeter screening services to base court facilities.
- Collect DNA samples under court order from out of custody persons.
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

LOCATION: CALGARY ESCORT BASE

12040 – 85th Street NW, Calgary, AB

DESW AB13953	Schedule	Classification	Job Title
		Sheriff, Security and Transport 4	Court Security and Prisoner Transport Sergeant

Essential Service Work Functions

- Deploy Sheriffs to specific locations, events and/or assignments.
- Identify concerns and issues associated with specific program through stakeholder involvement and discussions.
- Collaborate with representatives of local and integrated law enforcement agencies, other government stakeholder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Ensure safety of persons in custody and/or properties seized.
- Interviews, reports, and legal documents are completed in accordance with established policies and procedures.

DESW AB13954	Job Schedule	Classification	Job Title
		Sheriff, Security and Transport 2/3	Court Security and Prisoner Transport Sheriff

Essential Service Work Functions

- Provide Court security and prisoner escort services for court facilities.
- Provide perimeter screening services to base court facilities.
- Collect DNA samples under court order from out of custody persons.
- Perform out of province escorts of prisoners to and from Alberta from other Canadian provinces/territories.
- Assist provincial and municipal police agencies with public order.

Sheriffs Operational Communication Centre (SOCC)

LOCATION: MILBOURNE PROFESSIONAL BUILDING

DESW AB13955	Schedule **Pitman schedule	Job Title	Classification
		Communications Supervisor	Sheriff, Security and Transport 4

Essential Service Work Functions

- Provide advice and assistance to communication officers.
- Coordination and control of SOCC during major events.
- Reports the details of any incident, error or omission that is likely to jeopardize property or endangers a sheriff, correctional officer, a member of the government, the public.
- Establishes and maintains effective working and interpersonal relationships with stakeholders, and the public to ensure a coordinated response for service.

- Address any CPIC issues and assist with the CPIC Audit conducted by the RCMP.
- Authorizes new accounts for the alarm systems.
- Ensures compliance with policies.

DESW AB13956	Schedule	Job Title	Classification
█	██████████ ████████████████████	Intel Officer SOCC	Sheriff, Security and Transport 3
█	██████████ ████████████████████		
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide provincial radio communications and dispatch for Sheriffs. • CPIC data transfer. • Run CPIC queries and warrant confirmations with police services. 			

DESW AB13957	Schedule	Job Title	Classification
█	██████████ ████████████████████	Transport Dispatch – Communications Officer	Sheriff, Security and Transport 1
█	██████████ ████████████████████		
1	██████████ ██████████	Transport Dispatch – Communications Supervisor	Sheriff, Security and Transport 4
Essential Service Work Functions			
<ul style="list-style-type: none"> • Operational 16 hours / 7 days a week to manage Sheriff Transport Services. • Receives prisoner movement requests from Provincial & Federal Corrections and municipal & federal police agencies, including: <ul style="list-style-type: none"> ○ Court, medical appointments, lawyer visits, facility transfers, Pchad’s and secure services orders from Children’s Services. • Provides monitoring and status keeping for Transport Sheriffs and CTS Sheriffs facilitating out of province escorts on behalf of Police Agencies. 			

DESW AB13958	Schedule	Job Title	Classification
█	██████████ ██████████████████	Enforcement Dispatchers	Sheriff, Security and Transport 1
█	██████████ ██████████████████		
█	██████████ ██████████████████		
█	██████████████████	Prisoner Transport Dispatchers	Sheriff, Security and Transport 1 (Required if any vehicle is deployed to move prisoners)
█	██████████████████		
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide provincial radio communications and dispatch for Sheriffs. • Dispatchers for Fish and Wildlife, Highway patrol, Report a Poacher line, Alarms, Legislature Sheriffs, CPIC, Warrant maintenance, Monitoring CCTV. • CPIC data transfer. • Run CPIC queries warrant confirmations with police services. • Alarm monitoring for over 800 provincial building accounts across the province. <ul style="list-style-type: none"> ○ Manages alarms and responses. • CCTV monitoring on Government Centre and Government House. • Emergency (Blue Phone) response to public on Government Centre. • Booking of Demonstrations and Protests. • Performs Database enquiries (including CPIC). • Warrant Maintenance. • Monitors Rural Court Sheriffs for emergencies and coordinates responses. • Receives prisoner movement requests, plans, assigns and monitors the escort by way of the CAD <ul style="list-style-type: none"> ○ CAD information is transferred to the Record Management System for Movement History and Integrity. • Receive and disseminate information such as “Be on the lookout for” or other security information. 			

LEGISLATURE AND GOVERNMENT CENTRE SECURITY

Address: 10800 – 97 Avenue, Edmonton, AB

Note: **The members would be deployed into various shifts for the day. Legislature Patrol 11.25 hours 4-week Pitman Schedule. Due to the nature of events at Government Centre resources may be required to be pulled from other areas on short notice.

DESW	Schedule**	Job Title	Classification
AB13959			
█	██████████ ██████████	Government Centre Dispatch - Communications Officer	Sheriff, Security and Transport 1
█	██████████ ██████████		
█	██████████ ██████████		
█	██████████	Communications Supervisor	Sheriff, Security and Transport 4

Essential Service Work Functions

- Government Centre Dispatch is operational 24/7/365 providing day-to-day operational support to the LGCS Sheriffs and services to external law enforcement partners on the legislative campus.
- During rallies, protests, demonstrations, significant incidents, and other events, the SOCC interacts with EPS and other incident command players as well as the Edmonton emergency management command center.
- Provides CPIC services for Sheriffs Branch employees, Community Peace Officers, Alberta Parks and facilitates all entries on behalf of the Alberta Parole Board.
- Alarm monitoring for over 800 provincial building accounts across the province:
 - Manages alarms and responses
 - CCTV monitoring on Government Centre and Government House
 - Emergency (Blue Phone) response to public on Government Centre
 - Booking of Demonstrations and Protests
 - Performs Database enquiries (including CPIC)
 - Warrant Maintenance

PATROL TEAM

DESW	Schedule**	Job Title	Classification
AB13960			
█ ██████████	████████████████████ ████████████████████	Legislature and Government Center Sergeant	Sheriff, Security and Transport 4
	████████████████████		

Essential Service Work Functions			
<ul style="list-style-type: none"> • Security consultation for provincial facilities and maintains a 24-hour security control centre at Government Centre. • Ensures that high levels of coordination exist with stakeholders and partners with interests in the program, including other ministries, the Royal Canadian Mounted Police (RCMP), local and integrated law enforcement agencies, and provincial enforcement agencies. • Supervision of members on day and night shifts. • Responsible for emergency co-ordination of resources during emergency situations. • Co-ordination with the Edmonton Police service for Government Centre and the Calgary Police Service for McDougal Centre, as and when required. • Assist and back up Sheriff members as and when required. Consultation and coordination with stakeholders during on site emergencies. 			

DESW	Schedule **	Job Title	Classification
AB13961			
█	████████████████████	Legislature and Government Center Sheriff	Sheriff, Security and Transport 2/3
█ █ █ █	████████████████████		

Essential Service Work Functions			
<ul style="list-style-type: none"> • Provides 24-hour security at the Legislature and Government Centre grounds in Edmonton Provides security services to other key Alberta Government Buildings. 			

ECHO TEAM

DESW	Schedule**	Job Title	Classification
AB13962			
█	████████████████████	Legislature and Government Center Sergeant	Sheriff, Security and Transport 4

Essential Service Work Functions			
<ul style="list-style-type: none"> • Security consultation for provincial facilities and maintains a 24-hour security control centre at Government Centre. • Ensures that high levels of coordination exist with stakeholders and partners with interests in the program, including other ministries, the Royal Canadian Mounted Police (RCMP), local and integrated law enforcement agencies, and provincial enforcement agencies. • Supervision of members on day and night shifts. • Responsible for emergency co-ordination of resources during emergency situations. • Co-ordination with the Edmonton Police service for Government Centre and the Calgary Police Service for McDougal Centre, as and when required. • Assist and back up Sheriff members as and when required. Consultation and coordination with stakeholders during on site emergencies. 			

Foreseeable changes/increases
If the Legislature is in session on the weekend, the Echo Team is required.

DESW	Schedule **	Job Title	Classification
AB13963			
█	████████████████████	Legislature and Government Center Sheriff	Sheriff, Security and Transport 2/3
█	████████████████████		
Essential Service Work Functions			
<ul style="list-style-type: none"> Provides 24-hour security at the Legislature and Government Centre grounds in Edmonton Provides security services to other key Alberta Government Buildings. Locations Required: <ul style="list-style-type: none"> 1 West entrance 1 Loading Doc 2 Foot patrol 2 Pedway Patrol 1 Federal Building 			
Foreseeable changes/increases			
If the Legislature is in session on the weekend, the Echo Team is required.			

LOCATION: MCDUGALL CENTRE CALGARY

Address: 455 6 St SW, Calgary, AB

DESW	Schedule	Job Title	Classification
AB13964			
█	████████████████████	Legislature and Government Center Sergeant	Sheriff, Security and Transport 4
█	████████████████████		
Essential Service Work Functions			
<ul style="list-style-type: none"> Security consultation for provincial facilities and maintains a 24-hour security control centre at Government Centre. Ensures that high levels of coordination exist with stakeholders and partners with interests in the program, including other ministries, the Royal Canadian Mounted Police (RCMP), local and integrated law enforcement agencies, and provincial enforcement agencies. Supervision of members on day and night shifts. Responsible for emergency co-ordination of resources during emergency situations. Co-ordination with the Edmonton Police service for Government Centre and the Calgary Police Service for McDougal Centre, as and when required. Assist and back up Sheriff members as and when required. Consultation and coordination with stakeholders during on site emergencies. 			

DESW	Schedule	Job Title	Classification
AB13965			
█	█	Legislature and Government Center Sheriff	Sheriff, Security and Transport 2/3
█	█		
Essential Service Work Functions			
<ul style="list-style-type: none"> Provides 24-hour security at the Legislature and Government Centre grounds in Edmonton and at the McDougall Centre in Calgary. Provides security services to other key Alberta Government Buildings. Responsible for emergency co-ordination of resources during emergency situations. Co-ordination the Calgary Police Service, as and when required. Assist and back up Sheriff members as and when required. Consultation and coordination with stakeholders during on site emergencies. 			

Safer Communities and Neighbourhoods Unit

EDMONTON (CONFIDENTIAL LOCATION)

DESW	Duration	Schedule	Job Title	Classification
AB13966				
█	█	█	SCAN Investigators	Program Services 4
█	█	█		
Essential Service Work Functions				
<ul style="list-style-type: none"> Perform investigations under the SCAN Act, targeting properties used for illegal activities such as drugs, gangs, and prostitution. The SCAN Act holds owners accountable for what takes place on their property 				

DESW	Duration	Schedule	Job Title	Classification
AB13967				
█	█	█	Analysts	Program Services 4
█	█	█		
Essential Service Work Functions				
<ul style="list-style-type: none"> Triage of requests for SCAN establishing risk and priority of investigations. 				

RED DEER (CONFIDENTIAL LOCATION)

DESW AB13966	Duration	Schedule	Job Title	Classification
█	█	█	SCAN Investigators	Program Services 4
█	█	█		
Essential Service Work Functions				
<ul style="list-style-type: none"> Perform investigations under the SCAN Act, targeting properties used for illegal activities such as drugs, gangs, and prostitution. The SCAN Act holds owners accountable for what takes place on their property. 				

CALGARY (CONFIDENTIAL LOCATION)

DESW AB13968	Duration	Schedule	Job Title	Classification
█	█	█	SCAN Investigators	Program Services 4
█	█	█		
Essential Service Work Functions				
<ul style="list-style-type: none"> Perform investigations under the SCAN Act, targeting properties used for illegal activities such as drugs, gangs, and prostitution. The SCAN Act holds owners accountable for what takes place on their property. 				

LETHBRIDGE (CONFIDENTIAL LOCATION)

DESW AB13966	Duration	Schedule	Job Title	Classification
█	█	█	SCAN Investigators	Program Services 4
█	█	█		

Essential Service Work Functions
<ul style="list-style-type: none"> Perform investigations under the SCAN Act, targeting properties used for illegal activities such as drugs, gangs, and prostitution. The SCAN Act holds owners accountable for what takes place on their property.

Sheriffs Investigative Support Unit

EDMONTON (CONFIDENTIAL LOCATION)

DESW AB13969	Duration	Schedule	Job Title	Classification
█	██████████	████████████████████	Sergeant	Sheriff, Security and Transport 4
█	██████████	██████████		
Essential Service Work Functions				
<ul style="list-style-type: none"> Covert surveillance teams provide investigative support surveillance to police agencies for major and organized crime investigations within Alberta. Surveillance of terrorist suspects as tasked by police services. 				
Additional Scheduling Information: Number of staff/shift		Two shifts: ██████████ File dependent, operational requirements dictate need for resources		

DESW AB13970	Duration	Schedule	Job Title	Classification
█	██████████	████████████████████	Sheriffs	Sheriff, Security and Transport 3
█	██████████	██████████		
Essential Service Work Functions				
<ul style="list-style-type: none"> Covert surveillance teams provide investigative support surveillance to police agencies for major and organized crime investigations within Alberta. Surveillance of terrorist suspects as tasked by police services. 				
Additional Scheduling Information: Number of staff/shift		Two shifts: ██████████ File dependent, operational requirements dictate need for resources		

CALGARY (CONFIDENTIAL LOCATION)

DESW	Duration	Schedule	Job Title	Classification
AB13971				
█	█	█	Sergeant	Sheriff, Security and Transport 4
█	█	█		
Essential Service Work Functions				
<ul style="list-style-type: none"> Covert surveillance teams provide investigative support surveillance to police agencies for major and organized crime investigations within Alberta. Surveillance of terrorist suspects as tasked by police services. 				

DESW	Duration	Schedule	Job Title	Classification
AB13972				
█	█	█	Sheriffs	Sheriff, Security and Transport 3
█	█	█		
Essential Service Work Functions				
<ul style="list-style-type: none"> Covert surveillance teams provide investigative support surveillance to police agencies for major and organized crime investigations within Alberta. Surveillance of terrorist suspects as tasked by police services. 				
Additional Scheduling Information: Number of staff/shift		Two shifts: █ File dependent, operational requirements dictate need for resources		

Fugitive Apprehension Sheriff Support Team (FASST)

EDMONTON (CONFIDENTIAL LOCATION)

DESW	Duration	Schedule	Job Title	Classification
AB13969				
█	█	█	Sergeant	Sheriff, Security and Transport 4
█	█	█		
Essential Service Work Functions				
<ul style="list-style-type: none"> Covert to overt apprehension team provides arrest of wanted fugitives in within Alberta. Work with police and other agencies in Alberta for priority targets. 				
Additional Scheduling Information: Number of staff/shift		Two shifts: █ File dependent, operational requirements dictate need for resources		

DESW	Duration	Schedule	Job Title	Classification
AB13970				
█	██████████	████████████████████	Sheriffs	Sheriff, Security and Transport 3
█	██████████	██████████		
Essential Service Work Functions				
<ul style="list-style-type: none"> • Covert to overt apprehension team provides arrest of wanted fugitives in within Alberta. • Work with police and other agencies in Alberta for priority targets. 				
Additional Scheduling Information: Number of staff/shift		Two shifts: ██████████ File dependent, operational requirements dictate need for resources		

CALGARY (CONFIDENTIAL LOCATION)

DESW	Duration	Schedule	Job Title	Classification
AB13971				
█	██████████	████████████████████	Sergeant	Sheriff, Security and Transport 4
█	██████████	██████████		
Essential Service Work Functions				
<ul style="list-style-type: none"> • Covert to overt apprehension team provides arrest of wanted fugitives in within Alberta. • Work with police and other agencies in Alberta for priority targets. 				

DESW	Duration	Schedule	Job Title	Classification
AB13972				
█	██████████	████████████████████	Sheriffs	Sheriff, Security and Transport 3
█	██████████	██████████		
Essential Service Work Functions				
<ul style="list-style-type: none"> • Covert to overt apprehension team provides arrest of wanted fugitives in within Alberta • Work with police and other agencies in Alberta for priority targets. 				
Additional Scheduling Information: Number of staff/shift		Two shifts: ██████████ File dependent, operational requirements dictate need for resources		

Program: Sheriffs Branch - Sheriff Highway Patrol

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short term (Week 1)	Medium term (Week 2)	Long term (Week 3)
Total number of capable and qualified managers to perform essential services*			
Total number of capable and qualified opted out & excluded staff to perform essential services			
Total number of bargaining unit members required fulfill Designated Essential Service Worker (DESW) positions during essential services operations			
Total number required to support the essential service operations			
Terms and Conditions of Employment			
Due to the nature of the work performed by Sheriffs they may be required to be re-deployed to a different Traffic Office location dependent upon the urgency and need. Should this occur; the associated actual costs would be covered by the Sheriffs Branch, up to the maximum allowed by GOA policy. Note: Sheriffs are to be deployed in pods of minimum of 2 officers to ensure officer safety. Depending on the availability and operational requirements, Sheriffs may be deployed to patrol areas/incidents outside of their normal ITU operating boundaries.			

SHERIFF HIGHWAY PATROL OFFICERS MAY BE DEPLOYED TO THE FOLLOWING LOCATIONS

- Peace River Provincial Building: 9621 96 Avenue, Peace River AB
- Grande Prairie Swan Business Centre: Suite 80, 11039-78 Avenue, Grande Prairie, AB
- Fort McMurray South Policing Facility: 150 MacLennan Cres, Ft. McMurray, AB
- Capital West SHP Office: Centre 170, #340 10403 - 172 Street, Edmonton, AB
- Sherwood Park Court House: 190 Chippewa Road, Sherwood Park AB
- Ponoka Provincial Building: 5110-49 Avenue, Ponoka, AB
- Ponoka Provincial Building: 5110-49 Avenue, Ponoka, AB
- Foothills SHP Office: 2711-61 Avenue S.E., Calgary, AB
- Lethbridge Administration Building: #105 – 909 3rd Avenue North, Lethbridge AB
- Cochrane Provincial Building: 2nd Floor 213 1 Street West, Cochrane AB
- High River Provincial Building: 129-4th Avenue S.W., High River, AB

DESW	Duration	Schedule	Job Title	Classification
AB13973				
		5 different Shifts rotation repeating 9.25 hours;	Traffic Sergeant	Sheriff, Security and Transport 4

Essential Service Work Functions

- Partner with RCMP traffic services.
 - Monitor and patrol Alberta highways and perform enforcement actions.
 - Responding to 911 calls for service and motor vehicle collisions.
 - Supervise SST3 workers.
- * Attend scheduled court appearances (prosecutions, ticketing trials, etc.) as necessary.

Foreseeable changes/increases

Supplementing the above numbers of DESWs, there is a legal obligation for Sheriffs to attend their specific hearing(s) for court proceedings, substitutes are not permitted; Employer can notify of date(s) and time(s) for purposes of scheduling to attend hearings.

DESW	Duration	Schedule	Job Title	Classification
AB13974				
			Traffic Sheriff	Sheriff, Security and Transport 3

Essential Service Work Functions

- Monitor and patrol Alberta highways and perform traffic safety enforcement.
- Perform Criminal Code enforcement in relation to impaired driving and other priorities.
- Responding to priority 1 and 2 911 calls, to assist the RCMP in rural areas.
- Attend scheduled court appearances (prosecutions, ticketing trials, etc.) as necessary.
- Monitoring of Commercial Vehicle and Driver Fitness by operating the vehicle inspection station.

- Patrol on provincial highways to monitor weights, load security, mechanical fitness, and driver behavior (impaired, fatigued and ensure drivers are properly licenced for the vehicles operated.
 - Commercial Vehicle Safety Alliance (CVSA) on road inspections would be conducted on commercial drivers and vehicle.
- * 50% of the 60 DESW's must be CVSA certified.

Foreseeable changes/increases

Supplementing the above numbers of DESWs, there is a legal obligation for Sheriffs to attend their specific hearing(s) for court proceedings, substitutes are not permitted; Employer can notify of date(s) and time(s) for purposes of scheduling to attend hearings.

LOCATION: FOOTHILLS SHP OFFICE

Address: 2711 - 61 Avenue S.E. Calgary, AB

DESW	Duration	Schedule	Job Title	Classification
AB13975				
█	█	Two 7.25 hour days per work week (Monday to Friday)	Project Facilitator	Administration 1
█	█			

Essential Service Work Functions

- Facilitate maintenance and repairs at all Vehicle Inspection Stations and Mobile Inspection Stations.
- Support the Commercial Vehicle Safety Alliance program by providing administrative and technical support.

LOCATION: FOOTHILLS SHP OFFICE

Address: 2711 - 61 Avenue S.E. Calgary, AB

DESW	Duration	Schedule	Job Title	Classification
AB13976				
█	█	Two 7.25 hour days per work week (Monday to Friday)	Administrative Officer	Administration 1
█	█			

Essential Service Work Functions

- Procurement

The following 5 locations (Coutts, Airdrie, Leduc, Whitecourt, and Atmore) will be maintained to provide essential services coverage. For the duration of a strike or lockout 5 scales will be open for 2 shifts (7.75 hours each). These are in addition to the officers listed above.

LOCATION: COUTTS

Hwy 4, 1km north of USA/Canada Border

DESW AB13977	Job Title	Classification	Schedule
	Sergeant	Sheriff, Security and Transport 4	5 different Shifts rotation repeating 9.25 hours; <div style="background-color: black; width: 80px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 720px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 740px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 620px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 40px; height: 15px;"></div>

Essential Service Work Functions

- Monitoring of Commercial Vehicle and Driver Fitness by operating the vehicle inspection station.
 - Patrol on provincial highways to monitor weights, load security, mechanical fitness, and driver behavior (impaired, fatigued and ensure drivers are properly licensed for the vehicles operated.
 - Commercial Vehicle Safety Alliance (CVSA) on road inspections would be conducted on commercial drivers and vehicle.
 - Partner with RCMP traffic services.
 - Monitor and patrol Alberta highways and perform enforcement actions.
 - Responding to 911 calls for service and motor vehicle collisions.
 - Supervise SST3 workers.
- * Attend scheduled court appearances (prosecutions, ticketing trials, etc.) as necessary.

DESW AB13978	Job Title	Classification	Schedule
	Sheriff	Sheriff, Security and Transport 3	5 different Shifts rotation repeating 9.25 hours; <div style="background-color: black; width: 80px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 720px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 740px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 620px; height: 15px;"></div>

Essential Service Work Functions

- Monitoring of Commercial Vehicle and Driver Fitness by operating the vehicle inspection station.
- Patrol on provincial highways to monitor weights, load security, mechanical fitness, and driver behavior (impaired, fatigued and ensure drivers are properly licenced for the vehicles operated.
- Commercial Vehicle Safety Alliance (CVSA) on road inspections would be conducted on commercial drivers and vehicle.

- Monitor and patrol Alberta highways and perform traffic safety enforcement.
 - Perform Criminal Code enforcement in relation to impaired driving and other priorities.
 - Responding to priority 1 and 2 911 calls, to assist the RCMP in rural areas.
- * Attend scheduled court appearances (prosecutions, ticketing trials, etc.) as necessary.

LOCATION: AIRDRIE

Hwy 2, 5 kms south of Airdrie

DESW AB13979	Job Title	Classification	Schedule
	Sergeant	Sheriff, Security and Transport 4	5 different Shifts rotation repeating 9.25 hours; [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

Essential Service Work Functions

- Monitoring of Commercial Vehicle and Driver Fitness by operating the vehicle inspection station.
 - Patrol on provincial highways to monitor weights, load security, mechanical fitness, and driver behavior (impaired, fatigued and ensure drivers are properly licensed for the vehicles operated.
 - Commercial Vehicle Safety Alliance (CVSA) on road inspections would be conducted on commercial drivers and vehicle.
 - Partner with RCMP traffic services.
 - Monitor and patrol Alberta highways and perform enforcement actions.
 - Responding to 911 calls for service and motor vehicle collisions.
 - Supervise SST3 workers.
- * Attend scheduled court appearances (prosecutions, ticketing trials, etc.) as necessary.

DESW AB13980	Job Title	Classification	Schedule
█	Sheriff	Sheriff, Security and Transport 3	5 different Shifts rotation repeating 9.25 hours; █ █ █ █

Essential Service Work Functions

- Monitoring of Commercial Vehicle and Driver Fitness by operating the vehicle inspection station.
 - Patrol on provincial highways to monitor weights, load security, mechanical fitness, and driver behavior (impaired, fatigued and ensure drivers are properly licenced for the vehicles operated.
 - Commercial Vehicle Safety Alliance (CVSA) on road inspections would be conducted on commercial drivers and vehicle.
 - Monitor and patrol Alberta highways and perform traffic safety enforcement.
 - Perform Criminal Code enforcement in relation to impaired driving and other priorities.
 - Responding to priority 1 and 2 911 calls, to assist the RCMP in rural areas.
- * Attend scheduled court appearances (prosecutions, ticketing trials, etc.) as necessary.

LOCATION: LEDUC

Hwy 2, 5 kms south of Leduc

DESW AB13981	Job Title	Classification	Schedule
█	Sergeant	Sheriff, Security and Transport 4	5 different Shifts rotation repeating 9.25 hours; █ █ █ █ █

Essential Service Work Functions

- Monitoring of Commercial Vehicle and Driver Fitness by operating the vehicle inspection station.
- Patrol on provincial highways to monitor weights, load security, mechanical fitness, and driver behavior (impaired, fatigued and ensure drivers are properly licensed for the vehicles operated.

- Commercial Vehicle Safety Alliance (CVSA) on road inspections would be conducted on commercial drivers and vehicle.
 - Partner with RCMP traffic services.
 - Monitor and patrol Alberta highways and perform enforcement actions.
 - Responding to 911 calls for service and motor vehicle collisions.
 - Supervise SST3 workers.
- * Attend scheduled court appearances (prosecutions, ticketing trials, etc.) as necessary.

DESW AB13982	Job Title	Classification	Schedule
	Sheriff	Sheriff, Security and Transport 3	5 different Shifts rotation repeating 9.25 hours; [REDACTED] [REDACTED] [REDACTED] [REDACTED]

Essential Service Work Functions

- Monitoring of Commercial Vehicle and Driver Fitness by operating the vehicle inspection station.
 - Patrol on provincial highways to monitor weights, load security, mechanical fitness, and driver behavior (impaired, fatigued and ensure drivers are properly licenced for the vehicles operated.
 - Commercial Vehicle Safety Alliance (CVSA) on road inspections would be conducted on commercial drivers and vehicle.
 - Monitor and patrol Alberta highways and perform traffic safety enforcement.
 - Perform Criminal Code enforcement in relation to impaired driving and other priorities.
 - Responding to priority 1 and 2 911 calls, to assist the RCMP in rural areas.
- * Attend scheduled court appearances (prosecutions, ticketing trials, etc.) as necessary.

LOCATION: WHITECOURT

Hwy 43, 10 km North of Whitecourt

DESW AB13983	Job Title	Classification	Schedule
	Sergeant	Sheriff, Security and Transport 4	5 different Shifts rotation repeating 9.25 hours; [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

Essential Service Work Functions

- Monitoring of Commercial Vehicle and Driver Fitness by operating the vehicle inspection station.
 - Patrol on provincial highways to monitor weights, load security, mechanical fitness, and driver behavior (impaired, fatigued and ensure drivers are properly licensed for the vehicles operated.
 - Commercial Vehicle Safety Alliance (CVSA) on road inspections would be conducted on commercial drivers and vehicle.
 - Partner with RCMP traffic services.
 - Monitor and patrol Alberta highways and perform enforcement actions.
 - Responding to 911 calls for service and motor vehicle collisions.
 - Supervise SST3 workers.
- * Attend scheduled court appearances (prosecutions, ticketing trials, etc.) as necessary.

DESW AB13984	Job Title	Classification	Schedule
█	Sheriff	Sheriff, Security and Transport 3	5 different Shifts rotation repeating 9.25 hours; █ █ █ █

Essential Service Work Functions

- Monitoring of Commercial Vehicle and Driver Fitness by operating the vehicle inspection station.
 - Patrol on provincial highways to monitor weights, load security, mechanical fitness, and driver behavior (impaired, fatigued and ensure drivers are properly licenced for the vehicles operated.
 - Commercial Vehicle Safety Alliance (CVSA) on road inspections would be conducted on commercial drivers and vehicle.
 - Monitor and patrol Alberta highways and perform traffic safety enforcement.
 - Perform Criminal Code enforcement in relation to impaired driving and other priorities.
 - Responding to priority 1 and 2 911 calls, to assist the RCMP in rural areas.
- * Attend scheduled court appearances (prosecutions, ticketing trials, etc.) as necessary.

LOCATION: ATMORE

Hwy 63, 5 kms north of the junction of Hwy 63 and 55 near Atmore

DESW AB13985	Job Title	Classification	Schedule
	Sergeant	Sheriff, Security and Transport 4	5 different Shifts rotation repeating 9.25 hours; <div style="background-color: black; width: 100px; height: 15px; margin-top: 5px;"></div> <div style="background-color: black; width: 800px; height: 15px; margin-top: 5px;"></div> <div style="background-color: black; width: 850px; height: 15px; margin-top: 5px;"></div> <div style="background-color: black; width: 650px; height: 15px; margin-top: 5px;"></div>

Essential Service Work Functions

- Monitoring of Commercial Vehicle and Driver Fitness by operating the vehicle inspection station.
 - Patrol on provincial highways to monitor weights, load security, mechanical fitness, and driver behavior (impaired, fatigued and ensure drivers are properly licensed for the vehicles operated.
 - Commercial Vehicle Safety Alliance (CVSA) on road inspections would be conducted on commercial drivers and vehicle.
 - Partner with RCMP traffic services.
 - Monitor and patrol Alberta highways and perform enforcement actions.
 - Responding to 911 calls for service and motor vehicle collisions.
 - Supervise SST3 workers.
- * Attend scheduled court appearances (prosecutions, ticketing trials, etc.) as necessary.

DESW AB13986	Job Title	Classification	Schedule
	Sheriff	Sheriff, Security and Transport 3	5 different Shifts rotation repeating 9.25 hours; <div style="background-color: black; width: 100px; height: 15px; margin-top: 5px;"></div> <div style="background-color: black; width: 750px; height: 15px; margin-top: 5px;"></div> <div style="background-color: black; width: 800px; height: 15px; margin-top: 5px;"></div> <div style="background-color: black; width: 850px; height: 15px; margin-top: 5px;"></div>

Essential Service Work Functions

- Monitoring of Commercial Vehicle and Driver Fitness by operating the vehicle inspection station.
- Patrol on provincial highways to monitor weights, load security, mechanical fitness, and driver behavior (impaired, fatigued and ensure drivers are properly licenced for the vehicles operated.
- Commercial Vehicle Safety Alliance (CVSA) on road inspections would be conducted on commercial drivers and vehicle.

- Monitor and patrol Alberta highways and perform traffic safety enforcement.
 - Perform Criminal Code enforcement in relation to impaired driving and other priorities.
 - Responding to priority 1 and 2 911 calls, to assist the RCMP in rural areas.
- * Attend scheduled court appearances (prosecutions, ticketing trials, etc.) as necessary.

DESW	Schedule	Job Title	Classification
AB13987			
		Administrative Assistant	Administrative Support 4

Essential Service Work Functions

- Payroll.
- Receiving and responding to calls from the general public.
- Mail and general reception.
- Processing traffic violations.
- Disclosure for court.
- Criminal Code file processing.

Program: Integrated Threat and Risk Assessment Centre (ITRAC)

ESSENTIAL SERVICES REQUIREMENTS	TOTAL	
	First Week	After First Week
Total number of capable and qualified managers to perform essential services		
Total number of capable and qualified opted out & excluded staff to perform essential services		
Total number of bargaining unit members required fulfill DESW positions during essential services operations		
Total number required to support the essential service operations		

LOCATION: WEST CAMPUS OFFICE COMPLEX, BUILDING B

DESW	Schedule	Job Title	Classification
AB13988			
	Monday – Friday 7:45-4:00pm	Admin & Intake Support Asst	Administration 1
Essential Service Work Functions			

- Acquisition and Coordination of information required for assessment purposes from a variety of sources including databases such as JOIN, EPROS, CPIC, ORCA, PROS, and other RMS systems.
- Provide assistance and Clare’s Law duties for the intake process, including coordination of incoming requests and searches on various databases such as JOIN, EPROS, CPIC, ORCA, PROS, and other RMS systems.
- Entry of new intake files from exterior agencies.
- Responsible for the acceptance, tracking and processing of internal and external threat assessment service requests.

DESW	Schedule	Job Title	Classification
AB13989			
██████████	Monday – Friday 7:45-4:00pm	Clare’s Law Coordinator	Program Services 4

Essential Service Work Functions

- CLC to make contact with the applicant(s) to discuss issues such as domestic violence and abuse
- Informing applicants if they are ineligible for the program.
- Intake and review of applications for eligibility. If applications are missing information, require clarification.
- Analysis - if indications a crime has occurred the CLC will contact the applicant/Person at Risk (PAR)/third party and Police Service representative for appropriate action.
- Triage cases for risk assessment by the Integrated Threat and Risk Assessment Centre (ITRAC); or for immediate action by law enforcement.
- Coordinate referrals to community-based supports when requested at any point in the process
- Compile and assign Police Information Check requests and Disclosure requests to the appropriate police service through the Clare’s Law portal.
- Ensures all necessary documents are included and forms are correctly filled out.
- Coordinate information flow between all stakeholders - Police, Supports and ITRAC- and provides necessary updates and answers to questions on cases.
- Monitor and manage all Clare’s Law cases in the database and documents communication with applicants and police.

Program: Provincial Security Intelligence Office (PSIO)

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of capable and qualified managers to perform essential services	
Total number of capable and qualified opted out & excluded staff to perform essential services	
Total number of bargaining unit members required to fulfill DESW positions during essential services operations	
Total number required to support the essential service operations	

LOCATION: JOHN E. BROWNLEE BUILDING,

Address: 10365 97 St NW, Edmonton, AB T5J 3W7

DESW	Schedule	Job Title	Classification
AB13990			
	0800h to 1700h (Monday-Friday)	Corporate Security Advisor	Program Services 4

Essential Service Work Functions

- ICC – Inappropriate Contact and Communication: provide advice and instruction to GOA employees on how to respond to ICC behaviors.
- Threats – Respond with Security Plans for GOA employees who have received a threat from an external client or another employee. Also respond to threats to Elected Officials and senior Government employees.
- Domestic Violence – Security planning for GOA employees who experience Domestic Violence.
- Assault – Assist with investigations where a GOA employee has experienced an Assault (including Near Miss) at the worksite.
- Security presentations – Respond to requests for security training and presentations to GOA employees and specific business units.
- Physical security assessments - Respond to requests for Physical Site Assessment for GOA locations as well as Senior Elected officials and senior Government employees.
- Re-Directed complex clients – Review and if necessary, action all communications re-directed as part of Complex Client file management. Assist GOA business units with conducting the re-direct program.
- CRC’s – Conduct Criminal Record Certifications as part of the GOA Security Screening program for newly hired employees or contractors.
- Also aid other agencies/business units/ministries, FOIP files, AR files, 911 address flagging requests, projects, etc.

DEPARTMENT: SENIORS, COMMUNITY AND SOCIAL SERVICES

Division: Employment and Financial Services

Program: Alberta Supports, Income and Employment Services (AISES)

NORTH

Essential Services Requirements	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours- 1 week)	Long term (after 1 week)
Total number of positions to be filled with capable and qualified managers to perform essential services*	12	12	12
Total number of positions to be filled with capable and qualified opted out & excluded staff to perform essential services	0	0	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	70	95	98
Total number of staff required to support the essential service operations	82	107	110

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: EDMONTON, NORTHGATE MALL

Address: 2nd Floor, 9499 137 Ave, Edmonton, AB

DESW	Duration	Job Title	Classification	Schedule
AB14600				
4	First 72 hours	Supervisor	Program Services 4	Monday - Friday 8:15 am-4:30 pm
6	72 hours - 1 week			
6	After 1 week			

Essential Service Work Functions
<ul style="list-style-type: none"> • Supervision of staff. • Determining Income Support eligibility and the issuing of benefits (Specifically for financial assistance to meet basic needs i.e. food, shelter, health etc.). • Respond to client emergencies as required. • Respond to requests for information internally and externally.

DESW AB14601	Duration	Job Title	Classification	Schedule
21	First 72 hours	Career and Employment Consultant	Program Services 3	Monday - Friday 8:15 am-4:30 pm
33	72 hours - 1 week			
33	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Determine initial income support eligibility/Emergency benefits/one-time issues, and eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need. • Crisis intervention and referral. 				

DESW AB14602	Duration	Job Title	Classification	Schedule
20	First 72 hours	Support and Financial Services Coordinator	Program Services 1	Monday - Friday 8:15 am-4:30 pm
28	72 hours - 1 week			
28	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Issuance of income support benefits to clients. • Review eligibility for ongoing financial benefits and supplementary benefits for active income support clients and issuance of these benefits (generate cheque or direct deposit). • Crisis intervention–connect clients to community resources. 				

DESW AB14603	Duration	Job Title	Classification	Schedule
1	First 72 hours	Business Coordinator	Administration 1	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Ensure that any Occupational Health and Safety issues are documented and dealt with in accordance with legislation. • Vendor interactions that consist of dealing with issues related to payment and invoicing. The impact could result in services being stopped for vulnerable clients. Vendors could include counsellors, medicals, housing. • Provide back-up to the Administrative Support 5 (Admin Supervisors). • Liaise with Pay and Benefits to ensure staff tracking activities are supported. • Responding quickly to client telephone inquiries, especially those clients who are on our Income Support caseloads. 				

DESW AB14604	Duration	Job Title	Classification	Schedule
2	First 72 hours	Admin Supervisor	Administrative Support 5	Monday - Friday 8:15 am-4:30 pm
2	72 hours - 1 week			
2	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Data entry of invoices related to both client service operations by administrative staff and electronic approval of invoice payment by administrative supervisor. • Supervision of administration staff. 				

DESW AB14605	Duration	Job Title	Classification	Schedule
3	First 72 hours	Service Request Coordinator /IT Site Contact	Administrative Support 4	Monday - Friday 8:15 am-4:30 pm
4	72 hours - 1 week			
4	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Provide IT Support for DESW staff located at that site. • Troubleshoot onsite computer issues and work to resolve with GOA Helpdesk as needed. • Essential supports to identified DESW sites to ensure equipment and processes are functional and able to continue to provide essential services. 				

LOCATION: FORT MCMURRAY PROVINCIAL BUILDING

Address: 7th floor, 9915 Franklin Ave, Fort McMurray, AB

DESW AB14606	Duration	Job Title	Classification	Schedule
1	First 72 hours	Supervisor	Program Services 4	Monday – Friday 8:15 am-4:30 pm
1	72 hours – 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Supervision of staff. • Determining Income Support eligibility and the issuing of benefits (Specifically for financial assistance to meet basic needs i.e. food, shelter, health etc.). • Respond to client emergencies as required. • Respond to requests for information internally and externally. 				

DESW AB14607	Duration	Job Title	Classification	Schedule
2	First 72 hours	Career and Employment Consultant	Program Services 3	Monday – Friday 8:15 am-4:30 pm
2	72 hours – 1 week			
3	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Determine initial income support eligibility/Emergency benefits/one-time issues, and eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need. • Crisis intervention and referral. 				

DESW AB14608	Duration	Job Title	Classification	Schedule
2	First 72 hours	Support and Financial Services Coordinator	Program Services 1	Monday - Friday 8:15 am-4:30 pm
2	72 hours - 1 week			
2	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Issuance of income support benefits to clients. • Review eligibility for ongoing financial benefits and supplementary benefits for active income support clients and issuance of these benefits (generate cheque or direct deposit). • Crisis intervention–connect clients to community resources. 				

LOCATION: GRANDE PRAIRIE, 100 TOWNE CENTRE MALL

Address: 9845 - 99 Avenue, Grande Prairie, AB

DESW AB14609	Duration	Job Title	Classification	Schedule
1	First 72 hours	Supervisor	Program Services 4	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Supervision of staff. • Determining Income Support eligibility and the issuing of benefits (Specifically for financial assistance to meet basic needs i.e. food, shelter, health etc.). • Respond to client emergencies as required. • Respond to requests for information internally and externally. 				

DESW AB14610	Duration	Job Title	Classification	Schedule
3	First 72 hours	Career and Employment Consultant	Program Services 3	Monday - Friday 8:15 am-4:30 pm
3	72 hours - 1 week			
3	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> Determine initial income support eligibility/Emergency benefits/one-time issues, and eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need. Crisis intervention and referral. 				

DESW AB14611	Duration	Job Title	Classification	Schedule
1	First 72 hours	Support and Financial Services Coordinator	Program Services 1	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
2	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> Issuance of income support benefits to clients. Review eligibility for ongoing financial benefits and supplementary benefits for active income support clients and issuance of these benefits (generate cheque or direct deposit). Crisis intervention–connect clients to community resources. 				

DESW AB14612	Duration	Job Title	Classification	Schedule
2	First 72 hours	Administrative Support	Administrative Support 4	Monday - Friday 8:15 am-4:30 pm
2	72 hours - 1 week			
2	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> Provide IT Support for DESW staff located at that site. Troubleshoot onsite computer issues and work to resolve with GOA Helpdesk as needed. Essential supports to identified DESW sites to ensure equipment and processes are functional and able to continue to provide essential services. 				

LOCATION: HINTON

Address: 568 Carmichael Lane, Hinton, AB

DESW AB14613	Duration	Job Title	Classification	Schedule
1	First 72 hours	Supervisor	Program Services 4	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions

- Supervision of staff.
- Determining Income Support eligibility and the issuing of benefits (Specifically for financial assistance to meet basic needs i.e. food, shelter, health etc.).
- Respond to client emergencies as required.
- Respond to requests for information internally and externally.

DESW AB14614	Duration	Job Title	Classification	Schedule
2	First 72 hours	Career and Employment Consultant	Program Services 3	Monday - Friday 8:15 am-4:30 pm
2	72 hours - 1 week			
3	After 1 week			

Essential Service Work Functions

- Determine initial income support eligibility/Emergency benefits/one-time issues, and eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need.
- Crisis intervention and referral.

DESW AB14615	Duration	Job Title	Classification	Schedule
2	First 72 hours	Administrative Support	Administrative Support 4	Monday - Friday 8:15 am-4:30 pm
2	72 hours - 1 week			
2	After 1 week			

Essential Service Work Functions

- Provide IT Support for DESW staff located at that site.
- Troubleshoot onsite computer issues and work to resolve with GOA Helpdesk as needed.
- Essential supports to identified DESW sites to ensure equipment and processes are functional and able to continue to provide essential services.

LOCATION: ST. PAUL

Address: 5025 49 Ave, St. Paul, AB

DESW AB14616	Duration	Job Title	Classification	Schedule
1	First 72 hours	Supervisor	Program Services 4	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions

- Supervision of staff.
- Determining Income Support eligibility and the issuing of benefits (Specifically for financial assistance to meet basic needs i.e. food, shelter, health etc.).
- Respond to client emergencies as required.
- Respond to requests for information internally and externally.

DESW AB14617	Duration	Job Title	Classification	Schedule
1	First 72 hours	Career and Employment Consultant	Program Services 3	Monday - Friday 8:15 am-4:30 pm
3	72 hours - 1 week			
3	After 1 week			

Essential Service Work Functions

- Determine initial income support eligibility/Emergency benefits/one-time issues, and eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need.
- Crisis intervention and referral.

SOUTH

Essential Services Requirements	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours-1 week)	Long term (after 1 week)
Total number of positions to be filled with capable and qualified managers to perform essential services*	5	5	5
Total number of positions to be filled with capable and qualified opted out & excluded staff to perform essential services	0	0	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	79	109	110
Total number of staff required to support the essential service operations	84	114	115

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: CALGARY, WESTLAND PROFESSIONAL BUILDING

Address: 2752 Sunridge Way NE, Calgary, AB

DESW	Duration	Job Title	Classification	Schedule
AB14618				
6	First 72 hours	Supervisor	Program Services 4	Monday - Friday 8:15 am-4:30 pm
7	72 hours - 1 week			
7	After 1 week			

Essential Service Work Functions

- Supervision of staff.
- Determining Income Support eligibility and the issuing of benefits (Specifically for financial assistance to meet basic needs i.e. food, shelter, health etc.).
- Respond to client emergencies as required.
- Respond to requests for information internally and externally.

DESW	Duration	Job Title	Classification	Schedule
AB14619				
25	First 72 hours	Career and Employment Consultant	Program Services 3	Monday - Friday 8:15 am-4:30 pm
31	72 hours - 1 week			
31	After 1 week			

Essential Service Work Functions				
<ul style="list-style-type: none"> Determine initial income support eligibility/Emergency benefits/one-time issues, and eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need. Crisis intervention and referral. 				

DESW	Duration	Job Title	Classification	Schedule
AB14620				
10	First 72 hours	Support and Financial Services Coordinator	Program Services 1	Monday - Friday 8:15 am-4:30 pm
25	72 hours - 1 week			
25	After 1 week			

Essential Service Work Functions				
<ul style="list-style-type: none"> Issuance of income support benefits to clients. Review eligibility for ongoing financial benefits and supplementary benefits for active income support clients and issuance of these benefits (generate cheque or direct deposit). Crisis intervention–connect clients to community resources. 				

DESW	Duration	Job Title	Classification	Schedule
AB14621				
1	First 72 hours	Business Coordinator	Administration 1	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions				
<ul style="list-style-type: none"> Ensure that any Occupational Health and Safety issues are documented and dealt with in accordance with legislation. Vendor interactions that consist of dealing with issues related to payment and invoicing. The impact could result in services being stopped for vulnerable clients. Vendors could include counsellors, medicals, housing. Provide back-up to the Administrative Support 5 (Admin Supervisors). Liaise with Pay and Benefits to ensure staff tracking activities are supported. Responding quickly to client telephone inquiries, especially those clients who are on our Income Support caseloads. 				

DESW	Duration	Job Title	Classification	Schedule
AB14622				
4	First 72 hours	Program Support	Administrative Support 4	Monday - Friday 8:15 am-4:30 pm
6	72 hours - 1 week			
7	After 1 week			

Essential Service Work Functions

- Answering calls from clients to respond to inquiries that have been re-directed from the contact centre.
- As the first contact with our clients through phone determine which requests are critical (emergent), prioritize and redirect as needed.
- Type of queries the role would respond to include questions about benefits, why didn't benefits get issued, why is the benefit received lower.
- Communicating the type of services we provide and ensuring a request is handed to staff member to attends to their needs.
- Manage P card for emergency benefits.
- Need to file or action certain paperwork in order for other DESW to do their functions.

LOCATION: LETHBRIDGE, LETHBRIDGE PROVINCIAL BUILDING

Address: 200 5th Ave S, Lethbridge, AB

DESW	Duration	Job Title	Classification	Schedule
AB14623				
1	First 72 hours	Supervisor	Program Services 4	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions

- Supervision of staff.
- Determining Income Support eligibility and the issuing of benefits (Specifically for financial assistance to meet basic needs i.e. food, shelter, health etc.).
- Respond to client emergencies as required.
- Respond to requests for information internally and externally.

DESW	Duration	Job Title	Classification	Schedule
AB14624				
4	First 72 hours	Career and Employment Consultant	Program Services 3	Monday - Friday 8:15 am-4:30 pm
4	72 hours - 1 week			
4	After 1 week			

Essential Service Work Functions

- Determine initial income support eligibility/Emergency benefits/one-time issues, and eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need.
- Crisis intervention and referral.

DESW AB14625	Duration	Job Title	Classification	Schedule
2	First 72 hours	Support and Financial Services Coordinator	Program Services 1	Monday - Friday 8:15 am-4:30 pm
2	72 hours - 1 week			
2	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Issuance of income support benefits to clients. • Review eligibility for ongoing financial benefits and supplementary benefits for active income support clients and issuance of these benefits (generate cheque or direct deposit). • Crisis intervention–connect clients to community resources. 				

DESW AB14626	Duration	Job Title	Classification	Schedule
1	First 72 hours	Program Support	Administrative Support 4	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Answering calls from clients to respond to inquiries that have been re-directed from the contact centre. • As the first contact with our clients through phone determine which requests are critical (emergent), prioritize and redirect as needed. • Type of queries the role would respond to include questions about benefits, why didn't benefits get issued, why is the benefit received lower. • Communicating the type of services we provide and ensuring a request is handed to staff member to attends to their needs. • Manage P card for emergency benefits. • Need to file or action certain paperwork in order for other DESW to do their functions. 				

LOCATION: MEDICINE HAT PROVINCIAL BUILDING

Address: 346 3rd Street SE, Medicine Hat, AB

DESW AB14627	Duration	Job Title	Classification	Schedule
3	First 72 hours	Career and Employment Consultant	Program Services 3	Monday - Friday 8:15 am-4:30 pm
3	72 hours - 1 week			
3	After 1 week			
Essential Service Work Functions				

- Determine initial income support eligibility/Emergency benefits/one-time issues, and eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need.
- Crisis intervention and referral.

DESW AB14628	Duration	Job Title	Classification	Schedule
1	First 72 hours	Program Support	Administrative Support 4	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions

- Answering calls from clients to respond to inquiries that have been re-directed from the contact centre.
- As the first contact with our clients through phone determine which requests are critical (emergent), prioritize and redirect as needed.
- Type of queries the role would respond to include questions about benefits, why didn't benefits get issued, why is the benefit received lower.
- Communicating the type of services we provide and ensuring a request is handed to staff member to attends to their needs.
- Manage P card for emergency benefits.
- Need to file or action certain paperwork in order for other DESW to do their functions.

LOCATION: RED DEER, FIRST RED DEER PLACE

Address: 4911 51 Street Red Deer, AB

DESW AB14629	Duration	Job Title	Classification	Schedule
2	First 72 hours	Supervisor	Program Services 4	Monday - Friday 8:15 am-4:30 pm
2	72 hours - 1 week			
2	After 1 week			

Essential Service Work Functions

- Supervision of staff.
- Determining Income Support eligibility and the issuing of benefits (Specifically for financial assistance to meet basic needs i.e. food, shelter, health etc.).
- Respond to client emergencies as required.
- Respond to requests for information internally and externally.

DESW AB14630	Duration	Job Title	Classification	Schedule
4	First 72 hours	Career and Employment Consultant	Program Services 3	Monday - Friday 8:15 am-4:30 pm
8	72 hours - 1 week			
8	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> Determine initial income support eligibility/Emergency benefits/one-time issues, and eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need. Crisis intervention and referral. 				

DESW AB14631	Duration	Job Title	Classification	Schedule
10	First 72 hours	Support and Financial Services Coordinator	Program Services 1	Monday - Friday 8:15 am-4:30 pm
12	72 hours - 1 week			
12	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> Issuance of income support benefits to clients. Review eligibility for ongoing financial benefits and supplementary benefits for active income support clients and issuance of these benefits (generate cheque or direct deposit). Crisis intervention–connect clients to community resources. 				

DESW AB14632	Duration	Job Title	Classification	Schedule
1	First 72 hours	Business Coordinator	Administration 1	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> Ensure that any Occupational Health and Safety issues are documented and dealt with in accordance with legislation. Vendor interactions that consist of dealing with issues related to payment and invoicing. The impact could result in services being stopped for vulnerable clients. Vendors could include counsellors, medicals, housing. Provide back-up to the Administrative Support 5 (Admin Supervisors). Liaise with Pay and Benefits to ensure staff tracking activities are supported. Responding quickly to client telephone inquiries, especially those clients who are on our Income Support caseloads. 				

DESW AB14633	Duration	Job Title	Classification	Schedule
2	First 72 hours	Program Support	Administrative Support 4	Monday - Friday 8:15 am-4:30 pm
2	72 hours - 1 week			
2	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Provide IT Support for DESW staff located at that site. • Troubleshoot onsite computer issues and work to resolve with GOA Helpdesk as needed. • Essential supports to identified DESW sites to ensure equipment and processes are functional and able to continue to provide essential services. 				

LOCATION: LLOYDMINSTER

Address: 5124 50 Street Lloydminster AB

DESW AB14634	Duration	Job Title	Classification	Schedule
2	First 72 hours	Career and Employment Consultant	Program Services 3	Monday - Friday 8:15 am-4:30 pm
2	72 hours - 1 week			
2	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Determine initial income support eligibility/Emergency benefits/one-time issues, and eligibility review of active clients for change in circumstance and issue ongoing and supplementary benefits in the cases where there is an emergency need. • Crisis intervention and referral. 				

Program: Assured Income for the Severely Handicapped (AISH)

NORTH

Essential Services Requirements	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours- 1 week)	Long term (after 1 week)
Total number of positions to be filled with capable and qualified managers to perform essential services*	2	2	3
Total number of positions to be filled with capable and qualified opted out & excluded staff to perform essential services	0	0	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	25	29	39
Total staff required to support the essential service operations	27	31	42

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: EDMONTON, NORTHGATE

Address: 2nd Floor 9499 137 Ave. Edmonton, AB

DESW	Duration	Job Title	Classification	Schedule
AB14635				
2	First 72 hours	AISH Supervisor	Human Services Worker 6	Monday - Friday 8:15 am-4:30 pm
2	72 hours - 1 week			
3	After 1 week			

Essential Service Work Functions

- Supervision of staff.
- Support front line functions with higher level of decision-making authority and benefit approval.
- Benefit approval – higher level of authority.

DESW	Duration	Job Title	Classification	Schedule
AB14636				
15	First 72 hours	AISH Generalist	Human Services Worker 3	Monday - Friday 8:15 am-4:30 pm
17	72 hours - 1 week			
24	After 1 week			

Essential Service Work Functions

- Review eligibility for ongoing financial benefits and supplementary benefits for active AISH recipients and issuance of these benefits (generate cheque or direct deposit).
- AISH eligibility assessments for palliative applicants.
- Applicant data input into CCD and LISA systems to generate an electronic file or to download an existing file and generate the cheque or direct deposit.

LOCATION: FORT MCMURRAY PROVINCIAL BUILDING

Address: 7th floor, 9915 Franklin Ave, Fort McMurray, AB

DESW AB14637	Duration	Job Title	Classification	Schedule
1	First 72 hours	AISH Generalist	Human Services Worker 3	Monday - Friday 8:15 am-4:30 pm
2	72 hours - 1 week			
2	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Review eligibility for ongoing financial benefits and supplementary benefits for active AISH recipients and issuance of these benefits (generate cheque or direct deposit). • AISH eligibility assessments for palliative applicants. • Applicant data input into CCD and LISA systems to generate an electronic file or to download an existing file and generate the cheque or direct deposit. 				

LOCATION: GRANDE PRAIRIE, 100 TOWNE CENTRE MALL

Address: 9845 - 99 Avenue, Grande Prairie, AB

DESW AB14638	Duration	Job Title	Classification	Schedule
1	First 72 hours	AISH Supervisor	Human Services Worker 6	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Supervision of staff. • Support front line functions with higher level of decision-making authority and benefit approval. • Benefit approval – higher level of authority. 				

DESW AB14639	Duration	Job Title	Classification	Schedule
2	First 72 hours	AISH Generalist	Human Services Worker 3	Monday - Friday 8:15 am-4:30 pm
3	72 hours - 1 week			
5	After 1 week			

Essential Service Work Functions

- Review eligibility for ongoing financial benefits and supplementary benefits for active AISH recipients and issuance of these benefits (generate cheque or direct deposit).
- AISH eligibility assessments for palliative applicants.
- Applicant data input into CCD and LISA systems to generate an electronic file or to download an existing file and generate the cheque or direct deposit.

LOCATION: HINTON

Address: 568 Carmichael Lane, AB

DESW AB14640	Duration	Job Title	Classification	Schedule
2	First 72 hours	AISH Generalist	Human Services Worker 3	Monday - Friday 8:15 am-4:30 pm
2	72 hours - 1 week			
2	After 1 week			

Essential Service Work Functions

- Review eligibility for ongoing financial benefits and supplementary benefits for active AISH recipients and issuance of these benefits (generate cheque or direct deposit).
- AISH eligibility assessments for palliative applicants.
- Applicant data input into CCD and LISA systems to generate an electronic file or to download an existing file and generate the cheque or direct deposit.

LOCATION: ST. PAUL

Address: 5025 49 Ave, St. Paul, AB

DESW AB14641	Duration	Job Title	Classification	Schedule
2	First 72 hours	AISH Generalist	Human Services Worker 3	Monday - Friday 8:15 am-4:30 pm
2	72 hours - 1 week			
2	After 1 week			

Essential Service Work Functions

- Review eligibility for ongoing financial benefits and supplementary benefits for active AISH recipients and issuance of these benefits (generate cheque or direct deposit).
- AISH eligibility assessments for palliative applicants.
- Applicant data input into CCD and LISA systems to generate an electronic file or to download an existing file and generate the cheque or direct deposit.

SOUTH

Essential Services Requirements	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours-1 week)	Long term (after 1 week)
Total number of positions to be filled with capable and qualified managers to perform essential services*	2	2	2
Total number of positions to be filled with capable and qualified opted out & excluded staff to perform essential services	0	0	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	32	37	56
Total number of staff required to support the essential service operations	34	39	58

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: CALGARY, WESTLAND PROFESSIONAL BUILDING

Address: 2752 Sunridge Way NE, Calgary, AB

DESW	Duration	Job Title	Classification	Schedule
AB14642				
2	First 72 hours	AISH Supervisor	Human Services Worker 6	Monday - Friday 8:15 am-4:30 pm
2	72 hours - 1 week			
3	After 1 week			

Essential Service Work Functions

- Supervision of staff.
- Support front line functions with higher level of decision-making authority and benefit approval.
- Benefit approval - higher level of authority.

DESW	Duration	Job Title	Classification	Schedule
AB14643				
17	First 72 hours	AISH Generalist	Human Services Worker 3	Monday - Friday 8:15 am-4:30 pm
19	72 hours - 1 week			
30	After 1 week			

Essential Service Work Functions

- Review eligibility for ongoing financial benefits and supplementary benefits for active AISH recipients and issuance of these benefits (generate cheque or direct deposit).
- AISH eligibility assessments for palliative applicants.
- Applicant data input into CCD and LISA systems to generate an electronic file or to download an existing file and generate the cheque or direct deposit.

LOCATION: LETHBRIDGE, PROVINCIAL BUILDING

Address: 200 5th Ave S, Lethbridge, AB

DESW AB14644	Duration	Job Title	Classification	Schedule
1	First 72 hours	AISH Supervisor	Human Services Worker 6	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Supervision of staff. • Support front line functions with higher level of decision-making authority and benefit approval. • Benefit approval – higher level of authority. 				

DESW AB14645	Duration	Job Title	Classification	Schedule
3	First 72 hours	AISH Generalist	Human Services Worker 3	Monday - Friday 8:15 am-4:30 pm
6	72 hours - 1 week			
8	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Review eligibility for ongoing financial benefits and supplementary benefits for active AISH recipients and issuance of these benefits (generate cheque or direct deposit). • AISH eligibility assessments for palliative applicants. • Applicant data input into CCD and LISA systems to generate an electronic file or to download an existing file and generate the cheque or direct deposit. 				

LOCATION: MEDICINE HAT, PROVINCIAL BUILDING

Address: 346 3rd Street SE, Medicine Hat, AB

DESW AB14646	Duration	Job Title	Classification	Schedule
3	First 72 hours	AISH Generalist	Human Services Worker 3	Monday - Friday 8:15 am-4:30 pm
3	72 hours - 1 week			
4	After 1 week			

Essential Service Work Functions

- Review eligibility for ongoing financial benefits and supplementary benefits for active AISH recipients and issuance of these benefits (generate cheque or direct deposit).
- AISH eligibility assessments for palliative applicants.
- Applicant data input into CCD and LISA systems to generate an electronic file or to download an existing file and generate the cheque or direct deposit.

LOCATION: RED DEER, FIRST RED DEER PLACE

Address: 4911 51 Street Red Deer, AB

DESW AB14647	Duration	Job Title	Classification	Schedule
1	First 72 hours	AISH Supervisor	Human Services Worker 6	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions

- Supervision of staff.
- Support front line functions with higher level of decision-making authority and benefit approval.
- Benefit approval – higher level of authority.

DESW AB14648	Duration	Job Title	Classification	Schedule
5	First 72 hours	AISH Generalist	Human Services Worker 3	Monday - Friday 8:15 am-4:30 pm
5	72 hours - 1 week			
9	After 1 week			

Essential Service Work Functions

- Review eligibility for ongoing financial benefits and supplementary benefits for active AISH recipients and issuance of these benefits (generate cheque or direct deposit).
- AISH eligibility assessments for palliative applicants.
- Applicant data input into CCD and LISA systems to generate an electronic file or to download an existing file and generate the cheque or direct deposit.

Employment Services

Essential Services Requirements	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours- 1 week)	Long term (after 1 week)
Total number of positions to be filled with capable and qualified managers to perform essential services*	4	4	4
Total number of positions to be filled with capable and qualified opted out & excluded staff to perform essential services	0	0	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	1	2	2
Total number of staff required to support the essential service operations	5	6	6

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: EDMONTON, PARK PLAZA

Address: 4th Floor, 10611 98 Avenue NW, Edmonton, AB

DESW	Duration	Job Title	Classification	Schedule
AB14649				
1	First 72 hours	Contract and Procurement Specialist	Program Services 4	Monday – Friday 8:15 am-4:30 pm
2	72 hours – 1 week			
2	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Ensure contracts are in place for emergent situations • Invoice verification to ensure timely payments/service providers ability to pay their bills 				

Common Service Delivery

Essential Services Requirements	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours-1 week)	Long term (after 1 week)
Total number of positions to be filled with capable and qualified managers to perform essential services*	2	2	2
Total number of positions to be filled with capable and qualified opted out & excluded staff to perform essential services	0	0	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	50	62	62
Total number of staff required to support the essential service operations	52	64	64

Program: AISH Applications and Adjudications

LOCATION: J.G. O'DONOGHUE BUILDING, EDMONTON

Address: 7000-113 Street, Edmonton, AB

DESW AB14650	Job Title	Classification	Schedule
1	AISH Adjudication Team Lead	Human Services Worker 6	Monday to Friday 8:15am-4:30pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provides leadership and consultation to AISH Adjudicators and the Centralized AISH Application Supervisor. • Delegated authority for making medical eligibility decisions under the AISH Act. AISH Adjudication Team Leads have the delegated authority to approve medical eligibility for AISH applicants, appellants, and clients. • AISH Adjudication Team Leads have the authority to approve medical and psychological consultations for complex files. 			

Program: Alberta Supports Contact Centre

LOCATION: TELECOMMUTING AND J.G. O'DONOGHUE BUILDING, EDMONTON

Address: 7000-113 Street, Edmonton, AB

DESW AB14651	Job Title	Classification	Schedule
1	Alberta Supports Supervisor	Administration 2	Monday - Friday 8:15am-4:30pm

Essential Service Work Functions

- Provide leadership and support to AB Support coordinators.
- Oversee the delivery of information ensuring consistent service delivery.
- Oversees daily operations and assigns staff to meet demand.
- Monitors and provides feedback to AB Supports coordinators.

DESW AB14652	Duration	Job Title	Classification	Schedule
12	First 72 hours	Alberta Supports Coordinator	Program Services 1	Monday - Friday 8:15 am-4:30 pm
22	72 hours - 1 week			
22	After 1 week			

Essential Service Work Functions

- Identify the holistic needs of individuals to determine appropriate social-based programs and services for which they may be eligible.
- Enter personal client information into multiple systems and databases to create or update client files.

Strategic Project & Engagement

LOCATION: TELECOMMUTING

DESW AB14653	Job Title	Classification	Schedule
1	Analyst	Program Services 3	Monday - Friday 8:15am-4:30pm

Essential Service Work Functions

- Support and maintenance to in-house SharePoint applications used to process benefits and applications for Safer Spaces, Funeral Benefits and the Income Support Contact Centre.

Health and Funeral Benefits / Safer Spaces

LOCATION: TELECOMMUTING

DESW AB14654	Job Title	Classification	Schedule
1	Health and Funeral Benefits/Safer Spaces Supervisor	Administration 2	Monday - Friday 8:15am-4:30pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Oversee and provide guidance to assessors. • Expenditure officer authority for funeral benefits, therefore must sign applications in order for them to be approved. 			

DESW AB14655	Duration	Job Title	Classification	Schedule
4 (1 Health Benefits, 2 Funeral Benefits, 1 Safer Spaces)	First 72 hours	Health and Funeral Benefits Assessor	Administrative Support 6	Monday - Friday 8:15 am-4:30 pm
6 (2 Health Benefits, 3 Funeral Benefits, 1 Safer Spaces)	72 hours - 1 week			
6 (2 Health Benefits, 3 Funeral Benefits, 1 Safer Spaces)	After 1 week			

Essential Service Work Functions
<p><u>Health Benefits:</u></p> <ul style="list-style-type: none"> • Processes Alberta Child Health Benefit (ACHB) and Alberta Adult Health Benefit (AAHB) applications for Albertans in low income households who are pregnant or have high going prescription drug needs. • Responds to applicant enquiries and provides general support to clients of the ACHB and AAHB programs. <p><u>Funeral Benefits:</u></p> <ul style="list-style-type: none"> • Processes funeral benefit applications for low income Albertans and responds to associated calls. <p><u>Safer Spaces:</u></p> <ul style="list-style-type: none"> • Processes applications/provides certificates to tenants confirming grounds to terminate tenancy

Income Support Centre

LOCATION: TELECOMMUTING AND J.G. O'DONOGHUE BUILDING, EDMONTON

Address: 7000-113 Street, Edmonton, AB

DESW AB14656	Schedule *	Job Title	Classification
23	Morning: 7:00 am - 3:00 pm	Income Support Advisors	Program Services 1
	Evening 3:00 pm - 11:00 pm		
	Night 11:00 pm -7:00 am		
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provides financial benefits to income support clients in the barriers to full time category for the North Regions. • Assesses requests for emergency financial assistance for all Albertans on a 24/7 basis including those on income support or AISH. 			

***Shifts vary - schedule will be provided with eligibility list as proscribed in Part A of this agreement.**

DESW AB14657	Job Title	Classification	Schedule
1	Lead Hand	Program Services 2	6:30 am - 2:00 pm Monday to Friday
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provides guidance and consultation advice to the Income Support Advisors who assess requests for emergency financial assistance for all Albertans on a 24/7 basis including those on income support or AISH. • Provides financial benefits to Income Support clients in the barriers to full time category for the North Regions. 			

DESW AB14658	Job Title	Classification	Schedule
1	Supervisor	Program Services 4	12:00 pm – 8:00 pm Monday to Friday 9:00am-5:00pm Saturdays
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provides leadership to the unit including Lead Hand and Income Support Advisors. • Provides financial benefits to income support clients in the barriers to full time category for the North Regions. • Assesses requests for emergency financial assistance for all Albertans on a 24/7 basis including those on income support or AISH. • Expenditure officer duties including P-card administration. 			

- Main contact for external agencies who have clients in unique emergency situations: hospitals, police, pharmacies, etc.

Occupational Health and Safety Contact Centre

LOCATION: J.G. O'DONOGHUE BUILDING, EDMONTON

Address: 7000-113 Street, Edmonton, AB

DESW AB14659	Job Title	Classification	Schedule
1	Occupational Health and Safety Contact Centre Supervisor	Standards Safety and Compliance 5	Monday - Friday 8:15am-4:30pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provides leadership and consultation to the Occupational Health and Safety Contact Centre Advisors. 			

DESW AB14660	Job Title	Classification	Schedule
4	Occupational Health and Safety Advisor	Program Services 2	Monday - Friday 8:15am-4:30pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provides information related to Occupational Health and Safety Code, Regulation and Legislation. Occupational Health and Safety Contact Centre (OHSCC) responds to questions regarding hazards in the workplace and receives calls regarding work site incidents, imminent danger and fatalities. Anonymous calls are taken to enable workers to report unsafe working conditions. 			

DIVISION: Disability Services

NORTH ZONE

Essential Services Requirements	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours-1 week)	Long term (after 1 week)
Total number of positions to be filled with capable and qualified managers to perform essential services*	9	9	9
Total number of positions to be filled with capable and qualified opted out & excluded staff to perform essential services	0	0	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	31	34	53
Total number of staff required to support the essential service operations	40	43	62

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role

Disability Application Processing (DAP)

LOCATION: PROVINCIAL

DESW	Duration	Job Title	Classification	Schedule
AB14661				
2	First 72 hours	Caseworker	Human Services Worker 5	Monday – Friday 8:15 am to 4:30 pm
2	72 hours – 1 week			
3	After 1 week			

Essential Service Work Functions

- Eligibility determination for the FSCD and PDD programs.
- Creation of Family Focused Agreements.
- Urgent Responses to emergent client applications.

DESW	Duration	Job Title	Classification	Schedule
AB14662				
1	First 72 hours	Casework Supervisor	Human Services Worker 7	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions				
<ul style="list-style-type: none"> • Consults with Caseworkers regarding front-line decision making. • Evaluation of risk levels and development of risk management strategies. • Monitors and evaluates Caseworker and Admin Support compliance to legislation, regulation, standards and policy. • Assist on complex case files • Addresses and supports the resolution of client concerns and issues that require escalation. 				

DESW	Duration	Job Title	Classification	Schedule
AB14663				
2	First 72 hours	Admin Support	Administrative Support 4	Monday - Friday 8:15 am-4:30 pm
2	72 hours - 1 week			
3	After 1 week			

Essential Service Work Functions				
<ul style="list-style-type: none"> • Processing applications. • Sending out and activating agreements. 				

LOCATION: EDMONTON, PARK PLAZA

Address: 4th, 5th and 6th Floors 10611 98 Avenue NW, Edmonton, AB

DESW	Duration	Job Title	Classification	Schedule
AB14664				
3	First 72 hours	Casework Supervisor	Human Services Worker 7	Monday - Friday 8:15 am-4:30 pm
3	72 hours - 1 week			
5	After 1 week			

Essential Service Work Functions				
<ul style="list-style-type: none"> • Supervision of staff. • Assist on complex case files. • Issue payments to service provider or Family Managed Services (FMS) urgent case response. 				

DESW	Duration	Job Title	Classification	Schedule
AB14665				
11	First 72 hours	Caseworker	Human Services Worker 5	Monday - Friday 8:15 am-4:30 pm
13	72 hours - 1 week			
18	After 1 week			

Essential Service Work Functions				
<ul style="list-style-type: none"> • Submission of service access documents. • Creation of outcome plan, and ongoing case management. 				

- Urgent case response.

DESW AB14666	Duration	Job Title	Classification	Schedule
1	First 72 hours	Finance Team Lead and/or Financial Services	Administration 1	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions

- Payment agreement functions including:
 - Review of all agreements and amendments for calculation amounts, validity of services, policy and legislative parameters.
 - Print and send documents for signature.
 - Monitor/track documents when returned and submit for expenditure officer approval.
 - Issues management including e-mails and phone calls to families and fund administrators.
- Manage submission of claims to meet policy requirements for payments in a timely manner.
- Release Family Managed Services payments and agency (service provider) payments.
- Manage access to all trustee client accounts.

DESW AB14667	Duration	Job Title	Classification	Schedule
1	First 72 hours	Business/Service Request Coordinator	Administration 1	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions

- Payment agreement functions that relate to payment and invoicing of vendors to ensure continuation of benefits for vulnerable clients.
- Support IT, system needs for staff on and off site. Includes issues management for cell phones, computers, printers, software support.
- Track incoming and outgoing IT equipment.
- Provide coverage for the Admin functions.
- Ensure that any Occupational Health and Safety issues are documented and dealt with in accordance with legislation.

DESW AB14668	Duration	Job Title	Classification	Schedule
1	First 72 hours	Financial Clerk Supervisor	Administrative Support 5	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
2	After 1 week			

Essential Service Work Functions

- Payment agreement functions such as processing and releasing payments for Persons with Developmental Disabilities (PDD) Family Managed Services agreements to funds administrators and Agreements under the Family Supports for Children with Disabilities (FSCD) program.
- Supervision of the payment staff (Administrative Support 3).
- Provide coverage for the Admin functions.
- Provide coverage for the payment functions.

DESW	Duration	Job Title	Classification	Schedule
AB14669				
3	First 72 hours	Financial Clerk Family Managed Services and/or Financial Support Worker	Administrative Support 4	Monday - Friday 8:15 am-4:30 pm
3	72 hours - 1 week			
5	After 1 week			

Essential Service Work Functions

- Payment agreement functions such as:
 - Creation of contracts related to services.
- Data entry in order to allow for payments.
- Create cash advances for Family Managed Services clients.

LOCATION: FORT MCMURRAY, PROVINCIAL BUILDING

Address: 7th floor, 9915 Franklin Ave, Fort McMurray, AB

DESW	Duration	Job Title	Classification	Schedule
AB14670				
1	First 72 hours	Caseworker	Human Services Worker 5	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
3	After 1 week			

Essential Service Work Functions

- Submission of service access documents.
- Creation of outcome plan, and ongoing case management.
- Urgent case response.

LOCATION: 214 PLACE SOUTH

Address: 4th Floor, 10130 – 99 Ave. Grande Prairie, AB

DESW AB14671	Duration	Job Title	Classification	Schedule
0	First 72 hours	Casework Supervisor	Human Services Worker 7	Monday - Friday 8:15 am-4:30 pm
0	72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions

- Supervision of staff.
- Assist on complex case files.
- Issue payments to service provider or Family Managed Services (FMS) urgent case response.

DESW AB14672	Duration	Job Title	Classification	Schedule
1	First 72 hours	Caseworker	Human Services Worker 5	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
3	After 1 week			

Essential Service Work Functions

- Submission of service access documents.
- Creation of outcome plan, and ongoing case management.
- Urgent case response.

DESW AB14673	Duration	Job Title	Classification	Schedule
1	First 72 hours	Financial Clerk Family Managed Services and/or Financial Support Worker	Administrative Support 4	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions

- Payment agreement functions such as:
 - Creation of contracts related to services.
- Data entry in order to allow for payments.
- Create cash advances for Family Managed Services clients.

LOCATION: ST. PAUL

Address: 5025 49 Ave, St. Paul, AB

DESW AB14674	Duration	Job Title	Classification	Schedule
1	First 72 hours	Casework Supervisor	Human Services Worker 7	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Supervision of staff. • Assist on complex case files. • Issue payments to service provider or Family Managed Services (FMS) urgent case response. 				

DESW AB14675	Duration	Job Title	Classification	Schedule
0	First 72 hours	Caseworker	Human Services Worker 5	Monday - Friday 8:15 am-4:30 pm
0	72 hours - 1 week			
2	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Submission of service access documents. • Creation of outcome plan, and ongoing case management. • Urgent case response. 				

DESW AB14676	Duration	Job Title	Classification	Schedule
1	First 72 hours	Financial Clerk Family Managed Services and/or Financial Support Worker	Administrative Support 4	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Payment agreement functions such as: <ul style="list-style-type: none"> ○ Creation of contracts related to services. • Data entry in order to allow for payments. • Create cash advances for Family Managed Services clients. 				

PROCUREMENT AND RESOURCES MANAGEMENT NORTH ZONE

DESW AB14677	Duration	Job Title	Classification	Schedule
1	First 72 hours	Contract and Procurement Specialist	Program Services 4	Monday - Friday 8:15 am-4:30 pm
2	72 hours - 1 week			
2	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Ensure contracts are in place for emergent situations. • Invoice verification to ensure timely payments/service providers ability to pay their bills. 				

Program: Residential and Support Services

NORTH ZONE

Essential Services Requirements	TOTAL
Total number of positions to be filled with capable and qualified managers to perform essential services*	2
Total number of positions to be filled with capable and qualified opted out & excluded staff to perform essential services	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	67
Total number of staff required to support the essential service operations	69

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

DESW schedules dependent on operational needs at the time of work stoppage.

LOCATION: ROSECREST CHILDREN'S HOME

Address: 10205 134 Avenue NW, Edmonton, AB

DESW AB14678	Schedule – shift time and allocation dependent on operational need	Job Title	Classification
2	1 DESW x Day Shift 07:00 - 19:00 hrs	Nurse	Medical and Health 2
	1 DESW x Night Shift 19:00 - 07:00 hrs		
Essential Service Work Functions			
<ul style="list-style-type: none"> • Front line lead staff delivering direct care (24/7) for medically fragile dependent children to ensure health and life sustaining measures is completed through regulated care (nursing). 			

- Ensures care plans are developed, implemented, monitored and adjusted as needed.
- Liaison with on call Doctor and medical professionals- multi disciplinary team member.

DESW AB14679	Schedule	Job Title	Classification
1	Monday to Friday Day Shift 07:00 - 15:15 or 08:00 -16:15	Regulated Nursing Care	Medical and Health 3

Essential Service Work Functions

- Front line lead staff delivering direct care (24/7) for medically fragile dependent children to ensure health and life sustaining measures is completed through regulated care (nursing).
- Ensures care plans are developed, implemented, monitored and adjusted as needed.
- Liaison with on call Doctor and medical professionals- multi disciplinary team member.

DESW AB14680	Schedule– shift time and allocation dependent on operational need	Job Title	Classification
9	3 DESW x Day Shift - 07:00 to 15:15	Individual Support Worker	Individual Support 2
	3 DESW x Evening Shift - 15:00 to 23:15		
	3 DESW x Overnight - 23:00 to 07:15		

Essential Service Work Functions

- Front line support on shift. Provides necessities of life to dependent individuals.
- Administers medication and completes delegated tasks (g-tube feeding, suctioning, etc.).
- Implements meaningful activities based on age and stage. Client Centered planning.
- Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being.

DESW AB14681	Schedule	Job Title	Classification
3	Day Shift - 07:00 to 15:15	Facility Support	Facility Support 2

Essential Service Work Functions

- Food Prep and preparing children’s specialized diets.
- Cleaning, sanitization, and overall housekeeping of Rosecrest Home (Facility).
- Distribution and moving supplies as required.

DESW AB14682	Schedule	Job Title	Classification
3	Day Shift - 07:00 to 15:15	Cleaning Porter	Facility Support 2

Essential Service Work Functions

- Cleaning, sanitization, and overall housekeeping of Rosecrest Home (Facility).
- Maintenance of equipment, ordering of supplies & materials (medical, essential needs, food, etc.).

- Delivery of medical equipment to other worksites including community homes (12).
- Provides assistance with facility and community home situations in relation to job profile.

LOCATION: GLENWOOD COMMUNITY HOME

Address: 9739 – 157 Street, Edmonton, AB

DESW AB14683	Schedule – shift time and allocation dependent on operational need	Job Title	Classification
5	2 DESW x Day Shift 07:00 -15:15	Individual Support Worker	Individual Support 2
	2 DESW x Evening Shift 15:00 - 23:15		
	1 DESW x Overnight 23:00 - 07:15		
Essential Service Work Functions			
<ul style="list-style-type: none"> • Front line support on shift. Provides necessities of life to dependent individuals. • Administers medication and completes delegated tasks (g-tube feeding, suctioning, etc.). • Implements meaningful activities based on age and stage. Client Centered planning. • Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being. 			

LOCATION: NEW DELTON COMMUNITY HOME

Address: 12823 – 67 Avenue, Edmonton, AB

DESW AB14684	Schedule– shift time and allocation dependent on operational need	Job Title	Classification
5	2 DESW x Day Shift 07:00 - 15:15	Individual Support Worker	Individual Support 2
	2 DESW x Evening Shift 15:00 - 23:15		
	1 DESW x Overnight 23:00- 07:15		
Essential Service Work Functions			
<ul style="list-style-type: none"> • Front line support on shift. Provides necessities of life to dependent individuals. • Administers medication and completes delegated tasks (g-tube feeding, suctioning, etc.). • Implements meaningful activities based on age and stage. Client Centered planning. • Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being. 			

LOCATION: HOLYROOD COMMUNITY HOME

Address: 9654 – 79 Street, Edmonton, AB

DESW AB14685	Schedule– shift time and allocation dependent on operational need	Job Title	Classification
5	2 DESW x Day Shift 07:00 - 15:15	Individual Support Worker	Individual Support 2
	2DESW x Evening Shift 15:00 - 23:15		
	1 DESW x Overnight 23:00 -07:15		
Essential Service Work Functions			
<ul style="list-style-type: none"> • Front line support on shift. Provides necessities of life to dependent individuals. • Administers medication and completes delegated tasks (g-tube feeding, suctioning, etc.). • Implements meaningful activities based on age and stage. Client Centered planning. • Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being. 			

LOCATION: JASPER PARK COMMUNITY HOME

Address: 9031 – 151 Street, Edmonton, AB

DESW AB14686	Schedule– shift time and allocation dependent on operational need	Job Title	Classification
5	2 DESW x Day Shift 07:00 - 15:15	Individual Support Worker	Individual Support 2
	2 DESW x Evening Shift 15:00 - 23:15		
	1 DESW x Overnight 23:00 -07:15		
Essential Service Work Functions			
<ul style="list-style-type: none"> • Front line support on shift. Provides necessities of life to dependent individuals. • Administers medication and completes delegated tasks (g-tube feeding, suctioning, etc.). • Implements meaningful activities based on age and stage. Client Centered planning. • Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being. 			

LOCATION: KING EDWARD PARK COMMUNITY HOME

Address: 7127 – 79 Avenue, Edmonton, AB

DESW AB14687	Schedule– shift time and allocation dependent on operational need	Job Title	Classification
5	2 DESW x Day Shift 07:00 - 15:15	Individual Support Worker	Individual Support 2
	2 DESW x Evening Shift 15:00 - 23:15		
	1 DESW x Overnight 23:00 - 07:15		
Essential Service Work Functions			

- Front line support on shift. Provides necessities of life to dependent individuals.
- Administers medication and completes delegated tasks (g-tube feeding, suctioning, etc.).
- Implements meaningful activities based on age and stage. Client Centered planning.
- Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being.

LOCATION: CITY VIEW COMMUNITY HOME

Address: 12924 108 Street NW, Edmonton, AB

DESW AB14688	Schedule- shift time and allocation dependent on operational need	Job Title	Classification
5	2 DESW x Day Shift 07:00 - 15:15	Individual Support Worker	Individual Support 2
	2 DESW x Evening Shift 15:00 - 23:15		
	1 DESW x Overnight 23:00- 07:15		
Essential Service Work Functions			
<ul style="list-style-type: none"> • Front line support on shift. Provides necessities of life to dependent individuals. • Administers medication and completes delegated tasks (g-tube feeding, suctioning, etc.). • Implements meaningful activities based on age and stage. Client Centered planning. • Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being. 			

LOCATION: MILLHURST COMMUNITY HOME

Address: 5110 - 19 Avenue, Edmonton, AB

DESW AB14689	Schedule- shift time and allocation dependent on operational need	Job Title	Classification
5	2 DESW x Day Shift - 07:00 - 15:15	Individual Support Worker	Individual Support 2
	2 DESW x Evening Shift 15:00 - 23:15		
	1 DESW x Overnight 23:00 - 07:15		
Essential Service Work Functions			
<ul style="list-style-type: none"> • Front line support on shift. Provides necessities of life to dependent individuals. • Administers medication and completes delegated tasks (g-tube feeding, suctioning, etc.). • Implements meaningful activities based on age and stage. Client Centered planning. • Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being. 			

LOCATION: WOODVALE COMMUNITY HOME

Address: 6346 – 34 A Avenue, Edmonton, AB

DESW AB14690	Schedule– shift time and allocation dependent on operational need	Job Title	Classification
5	2 DESW x Day Shift - 07:00 - 15:15	Individual Support Worker	Individual Support 2
	2 DESW x Evening Shift 15:00 - 23:15		
	1 DESW x Overnight 23:00 - 07:15		
Essential Service Work Functions			
<ul style="list-style-type: none"> • Front line support on shift. Provides necessities of life to dependent individuals. • Administers medication and completes delegated tasks (g-tube feeding, suctioning, etc.). • Implements meaningful activities based on age and stage. Client Centered planning. • Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being. 			

Note: The below DESWs will assist with Supervising the below multiple sites and will be deployed to any one of the following Community Homes:

- Glenwood- 9739-157 St,
- New Delton- 12823-67St,
- Holyrood- 9654-79 St,
- Jasper Park- 9031-151 St,
- King Edward Park- 7127-79 Ave,
- Millhurst- 5110-19 Ave,
- Woodvale- 6346-34 A Ave.
- Cityview – 12924 – 108 St

DESW AB14691	Schedule	Job Title	Classification
	Monday to Friday (only) - shift time dependent on operational need *		
6	Day Shift 07:00- 15:15 hrs	Supervisor	Rehab 2
	* Evening Shift 15:00 - 23:15 hrs		
	* Overnight 23:00 - 07:15 hrs		
Essential Service Work Functions			
<ul style="list-style-type: none"> • Oversees community home team, resident care and acts as primary liaison to staff & management. • Responsible for schedules, timesheets, and overall management of 24/7 front line staffing. • Responsible applying and sustaining requirements for Legislation, Regulation, Guidelines, Policies, etc. as required. • Main liaison for resident situations between staff, guardians, and management. 			

DESW AB14692	Schedule Monday to Friday (only) - shift time and allocation dependent on operational need*	Job Title	Classification
2	Day Shift 07:00 - 15:15 hrs * Evening Shift 15:00 - 23:15 hrs * Overnight 23:00 - 07:15 hrs	Program Coordinators	Rehab 3
Essential Service Work Functions			
<ul style="list-style-type: none"> Supervision of front line Individual Support 2 staff. 			

LOCATION: PARK PLAZA

Address: 4th floor, 10611-98 Avenue, Edmonton, Alberta

DESW AB14693	Schedule	Job Title	Classification
1	Monday to Friday 8:15am-4:30pm	Trustee Account Administrator	Administrative Support 4
Essential Service Work Functions			
<ul style="list-style-type: none"> Client trust account and finance management for clients. Processes all client trust account request for daily essential needs i.e. medication, supplements, GTube feed tubes, pads, liners, clothing and other essential supplies. 			

SOUTH ZONE

Essential Services Requirements	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours-1 week)	Long term (after 1 week)
Total number of positions to be filled with capable and qualified managers to perform essential services*	15	15	15
Total number of positions to be filled with capable and qualified opted out & excluded staff to perform essential services	0	0	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	32	36	56
Total number of staff required to support the essential service operations	47	51	71

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

Family Support Services (FSS)

LOCATION: PROVINCIAL

DESW AB14694	Duration	Job Title	Classification	Schedule
2	First 72 hours	Caseworker	Human Services Worker 5	Monday - Friday 8:15 am-4:30 pm
2	72 hours - 1 week			
4	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • First point of intake to put services in place. • Implement Family Support Services agreements. • Assign files to a caseworker for assessment if additional Child Focused Services are required. • Provide information, referral and advocacy supports and specific family support services such as counselling; clothing and footwear; medical appointment supports; respite supports and/or parenting programs. 				

DESW AB14695	Duration	Job Title	Classification	Schedule
1	First 72 hours	Casework Supervisor	Human Services Worker 7	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Consults with Caseworkers regarding front-line decision making. • Monitors and evaluates Caseworker and Admin Support compliance to legislation, regulation, standards and policy. • Assist on complex case files • Addresses and supports the resolution of client concerns and issues that require escalation. 				

DESW AB14696	Duration	Job Title	Classification	Schedule
2	First 72 hours	Admin Support	Administrative Support 4	Monday - Friday 8:15 am-4:30 pm
2	72 hours - 1 week			
2	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Process agreements. • Sending out/activating agreements. 				

LOCATION: CALGARY, HERITAGE SQUARE

Address: 8500 Macleod Trail SE, Calgary, AB

DESW AB14697	Duration	Job Title	Classification	Schedule
2	First 72 hours	Casework Supervisor	Human Services Worker 7	Monday – Friday 8:15 am-4:30 pm
3	72 hours - 1 week			
4	After 1 week			

Essential Service Work Functions

- Supervision of staff.
- Assist on complex case files.
- Issue payments to service provider or Family Managed Services (FMS) urgent case response.

DESW AB14698	Duration	Job Title	Classification	Schedule
10	First 72 hours	Caseworker	Human Services Worker 5	Monday - Friday 8:15 am-4:30 pm
13	72 hours - 1 week			
18	After 1 week			

Essential Service Work Functions

- Submission of service access documents.
- Creation of outcome plan, and ongoing case management.
- Urgent case response.

DESW AB14699	Duration	Job Title	Classification	Schedule
1	First 72 hours	Finance Team Lead and/or Financial Services	Administration 1	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
2	After 1 week			

Essential Service Work Functions

- Payment agreement functions including:
 - Review of all agreements and amendments for calculation amounts, validity of services, policy and legislative parameters.
 - Print and send documents for signature.
 - Monitor/track documents when returned and submit for expenditure officer approval.
 - Issues management including e-mails and phone calls to families and fund administrators.
- Manage submission of claims to meet policy requirements for payments in a timely manner.
- Release Family Managed Services payments and agency (service provider) payments.
- Manage access to all trustee client accounts.

DESW AB14700	Duration	Job Title	Classification	Schedule
1	First 72 hours	Business Coordinator	Administrative Support 6	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Payment agreement functions that relate to payment and invoicing of vendors to ensure continuation of benefits for vulnerable clients. • Ensure that any Occupational Health and Safety issues are documented and dealt with in accordance with legislation. 				

DESW AB14701	Duration	Job Title	Classification	Schedule
2	First 72 hours	Financial Administrative Support	Administrative Support 4	Monday - Friday 8:15 am-4:30 pm
2	72 hours - 1 week			
2	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Process payments for Persons with Developmental Disabilities Family Managers Services Agreements to funds administrators. • Respond to Family Managed Services agreement inquiries from funds administrators and/or guardians. 				

LOCATION: LETHBRIDGE, MELCOR CENTRE

Address: 200 4th Ave S Centre, Lethbridge, AB

DESW AB14702	Duration	Job Title	Classification	Schedule
1	First 72 hours	Casework Supervisor	Human Services Worker 7	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Supervision of staff. • Assist on complex case files. • Issue payments to service provider or Family Managed Services (FMS) urgent case response. 				

DESW AB14703	Duration	Job Title	Classification	Schedule
1	First 72 hours	Caseworker	Human Services Worker 5	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
3	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Submission of service access documents. • Creation of outcome plan, and ongoing case management. • Urgent case response. 				

DESW AB14704	Duration	Job Title	Classification	Schedule
1	First 72 hours	Financial Administrative Support	Administrative Support 4	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
2	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Process payments for Persons with Developmental Disabilities Family Managers Services Agreements to funds administrators. • Respond to Family Managed Services agreement inquiries from funds administrators and/or guardians. 				

LOCATION: MEDICINE HAT, PROVINCIAL BUILDING

Address: 346 3rd Street SE, Medicine Hat, AB

DESW AB14705	Duration	Job Title	Classification	Schedule
1	First 72 hours	Casework Supervisor	Human Services Worker 7	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Supervision of staff. • Assist on complex case files. • Issue payments to service provider or Family Managed Services (FMS) urgent case response. 				

DESW AB14706	Duration	Job Title	Classification	Schedule
1	First 72 hours	Caseworker	Human Services Worker 5	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
3	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Submission of service access documents. • Creation of outcome plan, and ongoing case management. • Urgent case response. 				

DESW AB14707	Duration	Job Title	Classification	Schedule
1	First 72 hours	Administrative Support	Administrative Support 4	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
2	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Process payments for Persons with Developmental Disabilities Family Managers Services Agreements to funds administrators. • Respond to Family Managed Services agreement inquiries from funds administrators and/or guardians. 				

LOCATION: RED DEER, COLLINS BARROW CENTRE

Address: 5010 43 Street, Red Deer, AB

DESW AB14708	Duration	Job Title	Classification	Schedule
1	First 72 hours	Casework Supervisor	Human Services Worker 7	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Supervision of staff. • Assist on complex case files. • Issue payments to service provider or Family Managed Services (FMS) urgent case response. 				

DESW AB14709	Duration	Job Title	Classification	Schedule
1	First 72 hours	Caseworker	Human Services Worker 5	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
3	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Submission of service access documents. • Creation of outcome plan, and ongoing case management. • Urgent case response. 				

DESW AB14710	Duration	Job Title	Classification	Schedule
1	First 72 hours	Business Coordinator	Administrative Support 6	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Payment agreement functions that relate to payment and invoicing of vendors to ensure continuation of benefits for vulnerable clients. • Ensure that any Occupational Health and Safety issues are documented and dealt with in accordance with legislation. 				

DESW AB14711	Duration	Job Title	Classification	Schedule
1	First 72 hours	Administrative Support	Administrative Support 4	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
2	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Payment agreement functions such as: <ul style="list-style-type: none"> ○ Creation of contracts related FMS and FSCD to services. • Data entry in order to allow for payments. • Create cash advances for Family Managed Services clients. 				

Procurement and Resource Management

LOCATION: PROVINCIAL

DESW	Duration	Job Title	Classification	Schedule
AB14712				
0	First 72 hours	Contract and Procurement Specialist	Program Services 4	Monday - Friday 8:15 am-4:30 pm
0	72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Ensure contracts are in place for emergent situations. • Invoice verification to ensure timely payments/service providers ability to pay their bills. 				

DESW	Duration	Job Title	Classification	Schedule
AB14713				
1	First 72 hours	Contract Administrative Support	Administrative Support 4	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
2	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Process service provider invoicing. • Release payments and meet contractor obligations. 				

Program: Michener Services

LOCATION: MICHENER CENTRE, RED DEER

Essential Services Requirements	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours-1 week)	Long term (after 1 week)
Total number of positions to be filled with capable and qualified managers to perform essential services*	2	2	2
Total number of positions to be filled with capable and qualified opted out & excluded staff to perform essential services	0	0	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	135	135	135
Total number of staff required to support the essential service operations	137	137	137

Note: The following identifies the **minimum number of DESW** required per home. Based on the needs of the clients, this will determine if resources need to be reallocated to another home(s) to provide support.

Address: 22 Michener Way (Cedar), 22A1 and 22A2

DESW AB14714	Schedule	Job Title	Classification
14	6x 7:00am-3:15pm	Individual Support Worker	Individual Support 2
	6x 3:00pm-11:15pm		
	2x 11:00pm-7:15am		
Essential Service Work Functions			
<ul style="list-style-type: none"> • Front line support on shift. Provides necessities of life to dependent individuals. • Administers medication and completes delegated tasks (g-tube feeding, diabetes supports etc.). • Implements meaningful activities based on age and stage. Client Centered planning. • Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being. 			

Address: 11 Michener Way (Tamarack), 11A1, 11A2, 11A3, and 11A4

DESW AB14714	Schedule	Job Title	Classification
28	12x 7:00am-3:15pm	Individual Support Worker	Individual Support 2
	12x 3:00pm-11:15pm		
	4x 11:00pm-7:15am		
Essential Service Work Functions			

- Front line support on shift. Provides necessities of life to dependent individuals.
- Administers medication and completes delegated tasks (g-tube feeding, diabetes supports, etc.).
- Implements meaningful activities based on age and stage. Client Centered planning.
- Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being.

Address: 12 Michener Road (Terrace): East 2, West 1, and West 2

DESW AB14714	Schedule	Job Title	Classification
21	9x 7:00am-3:15pm	Individual Support Worker	Individual Support 2
	9x 3:00pm-11:15pm		
	3x 11:00pm-7:15am		
Essential Service Work Functions			
<ul style="list-style-type: none"> • Front line support on shift. Provides necessities of life to dependent individuals. • Administers medication and completes delegated tasks (g-tube feeding, diabetes supports, etc.). • Implements meaningful activities based on age and stage. Client Centered planning. • Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being. 			

The DESWs below will be distributed to the following various Group Home Locations on the Michener Property:

- #59 Michener Crescent, #67 Michener Green, #75 Michener Green, #79 Michener Green, #91 Michener Green, #99 Michener Green, #103 Michener Green, #107 Michener Crescent, #115 Michener Crescent, #5029- 38A Avenue, and #3807 50 A Street.

DESW AB14714	Schedule	Job Title	Classification
55	22x 7:00am-3:15pm	Individual Support Worker	Individual Support 2
	22x 3:00pm-11:15pm		
	11x 11:00pm-7:15am		
Essential Service Work Functions			
<ul style="list-style-type: none"> • Front line support on shift. Provides necessities of life to dependent individuals. • Administers medication and completes delegated tasks (g-tube feeding, suctioning, etc.). • Implements meaningful activities based on age and stage. Client Centered planning. • Ensures 24 hour plans are completed including key worker duties for all medical appointments and personal well-being. 			

DESW AB14715	Schedule	Job Title	Classification
8 – Mon-Fri 1 – Weekend	<p>Monday to Friday: Day Shift Monday to Friday 7:00am to 3:15pm Afternoon Shift Monday to Thursday 3:00 – 11:15</p> <p>Weekend: On site times: Friday 3:00 to 11:15 p.m. Saturday 1:00 p.m. to 9:15 p.m. Sunday 7:00 a.m. to 3:15 p.m.</p> <p>Standby with potential for call in: 11:15 p.m. Friday to Saturday at 1:00 p.m. 9:15 p.m. Saturday to Sunday at 7:00 a.m. 3:15 p.m. Sunday to 11:15 p.m. Sunday</p>	Home Coordinator (Supervisors)	Rehab 2

Essential Service Work Functions

- Oversees community home team, resident care and acts as primary liaison to staff & management.
- Responsible for schedules, timesheets, and overall management of 24/7 front line staffing.
- Responsible applying and sustaining requirements for Legislation, Regulation, Guidelines, Policies, etc. as required.
- Main liaison for resident situations between staff, guardians, and management.

Emergency Trigger

- Unanticipated deaths at site requiring additional support.

The DESWs below work from the following locations and rotate between:

11 Michener Way, 22 Michener Way and 12 Michener Road

DESW AB14716	Schedule	Job Title	Classification
2	Day Shift: 7:00am to 3:15pm (7 Days a week)	Laundry Workers	Facility Support 2

Essential Service Work Functions

- Responsible to perform the larger volumes of linens on the “facility” homes.

- Load and operate the larger commercial style washers for comforters, towels, soaker pads cleaning.

Address: 18 Michener Way

DESW AB14717	Schedule	Job Title	Classification
3	1x 7:00am-3:15pm (weekends only)	First Response Worker	Individual Support 2
	1x 3:00pm-11:15pm(every day)		
	1x 11:00pm-7:15am(everyday)		

Essential Service Work Functions

- Back up to homes in emergencies.
- Providing assistance during night shifts as there is one home staff per home on nights.
- Perform Individual Support 2 functions.
- Working alone checks for night staff.

DESW AB14718	Schedule	Job Title	Classification
1	Overnight 11:00pm-7:15am Sunday to Thursday	Residential Supervisor	Rehab 2

Essential Service Work Functions

- Back up to homes in emergencies.
- Perform Individual Support 2 functions when needed.
- Supervisory duties to Individual Support 2 staff – scheduling.
- Responding to staffing needs, questions.
- Coordinating on-site responses to emergent resident needs.

Emergency Trigger

Unanticipated deaths at site requiring additional support

DESW AB14719	Schedule	Job Title	Classification
1	Day Shift 7:00 a.m. to 3:15 p.m.	Nurse	Medical Health 1

Essential Service Work Functions

- Supports home staff with medical training and recommendations
- Liaison with medical professionals – doctors, acute care facilities, home care, etc.
- Obtaining laboratory results for resident testing
- Responding to resident needs – suctioning, wound care, etc.

DESW AB14720	Schedule	Job Title	Classification
1	On Standby Monday – Friday 7:00 a.m. to 3:15 p.m.	Stores Operator	Operations Services 3
Essential Service Work Functions			
<ul style="list-style-type: none"> • Deliver supplies to homes from stores warehouse. • Perform minor repairs on essential equipment and facilitate major repairs (e.g. lifts). • Maintain inventories of essential items. • Assist homes with moving/arranging items to support home safety. 			

Program: Graduated Supports

Essential Services Requirements	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours-1 week)	Long term (after 1 week)
Total number of positions to be filled with capable and qualified managers to perform essential services*	1	1	1
Total number of positions to be filled with capable and qualified opted out & excluded staff to perform essential services	0	0	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	32	32	32
Total number of staff required to support the essential service operations	33	33	33

LOCATION: BOW PARK COURT

Address: Main Floor, 220 Scenic Bow Place N. W. Calgary, Alberta

DESW AB14721	Schedule	Job Title	Classification
2	1x Day Shift - 07:00 to 15:22	Team Supervisor	Rehab 2
	1x Afternoon Shift - 13:00 to 21:22		
Essential Service Work Functions			
<ul style="list-style-type: none"> • Completes daily rounds to ensure safety of individuals and employees. • Provides assistance to employees. • Ensures Health and Safety. • Provides direction in emergency situations. 			

Terms and Conditions
Rehab 2's are not assigned a specific home. They provide support to all homes.

DESW	Schedule	Job Title	Classification
AB14722	Shift time and allocation dependent on operational need		
3	2 x Day Shift - 07:00 - 15:22	Assistant Supervisor	Rehab 1
	1 x Afternoon Shift - 13:00 - 21:22		

Essential Service Work Functions			
<ul style="list-style-type: none"> • Administers medication. • Ensures medical care plans are completed. • Plans, facilitates and delivers the Life Enrichment Activity Program. • Ensures quality of life and care is prioritized. • Support community inclusion and excursions. • Upholds the delivery and adherence of Individual Support Plans. 			

DESW	Schedule	Job Title	Classification
AB14723	Monday – Friday shift time dependent on operational need		
2	1x Day Shift 07:00 - 15:22 hrs	Nurse	Medical and Health 1
	1x Afternoon Shift 13:00 -21:22 hrs		

Essential Service Work Functions			
<ul style="list-style-type: none"> • Completes rounds of all homes to ensure the medical health and safety of the individuals. • Ensures care plans are monitored and developed as needed. • Liaison with on call Doctor. • Can provide bloodwork and other medical procedures as needed. • Provides assistance for emergency situations. 			

Terms and Conditions			
The Nurse position is not assigned to a specific home; they provide support to all homes.			

DESW	Schedule	Job Title	Classification
AB14724			
1	Day shift – Monday to Friday 7:00am to 3:15pm	Food and Supplies Coordinator	Cook 1

Essential Service Work Functions			
<ul style="list-style-type: none"> • Prepare, cook and deliver daily meals for residents. • Follow dietary restrictions and preferences. • Ensure adherence to dietary recommendations and regulations. • Order groceries and kitchen supplies. 			

Group Home Address: Suite A, 220A – 200 Scenic Bow Place NW, Calgary, AB

DESW	Schedule	Job Title	Classification
AB14725	Shift time and allocation dependent on operational need		
6	3 DESW x Day Shift - 07:00 - 15:22	Individual Support Worker or Assistant Supervisor	Individual Support 2/ Rehabilitation 1
	1 DESW x Afternoon Shift - 13:00 - 21:22		
	1 DESW x Evening Shift - 15:00 - 23:22		
	1 DESW x Overnight - 23:00 - 07:22		
Essential Service Work Functions			
<ul style="list-style-type: none"> • Takes care of the individuals – provides necessities of life. • Administers medication. • Provides activities. • Ensures medical care plans are completed. 			

Group Home Address: Suite B, 220B – 200 Scenic Bow Place NW, Calgary, AB

DESW	Schedule	Job Title	Classification
AB14725	Shift time and allocation dependent on operational need		
6	3 DESW x Day Shift - 07:00 to 15:22	Individual Support Worker or Assistant Supervisor	Individual Support 2/ Rehabilitation 1
	1 DESW x Afternoon Shift - 13:00 to 21:22		
	1 DESW x Evening Shift - 15:00 to 23:22		
	1 DESW x Overnight - 23:00 to 07:22		
Essential Service Work Functions			
<ul style="list-style-type: none"> • Takes care of the individuals – provides necessities of life. • Administers medication. • Provides activities. • Ensures medical care plans are completed. 			

Group Home Address: Suite C, 220C – 200 Scenic Bow Place NW, Calgary, AB

DESW	Schedule	Job Title	Classification
AB14725	Shift time and allocation dependent on operational need		
6	3 DESW x Day Shift - 07:00 to 15:22	Individual Support Worker or Assistant Supervisor	Individual Support 2/ Rehabilitation 1
	1 DESW x Afternoon Shift - 13:00 to 21:22		
	1 DESW x Evening Shift - 15:00 to 23:22		
	1 DESW x Overnight - 23:00 to 07:22		
Essential Service Work Functions			
<ul style="list-style-type: none"> • Takes care of the individuals – provides necessities of life. • Administers medication. • Provides activities. • Ensures medical care plans are completed. 			

Group Home Address: Suite D, 220D – 200 Scenic Bow Place NW, Calgary, AB

DESW	Schedule	Job Title	Classification
AB14725	Shift time and allocation dependent on operational need		
6	3 DESW x Day Shift - 07:00 to 15:22	Individual Support Worker or Assistant Supervisor	Individual Support 2/ Rehabilitation 1
	1 DESW x Afternoon Shift - 13:00 to 21:22		
	1 DESW x Evening Shift - 15:00 to 23:22		
	1 DESW x Overnight - 23:00 to 07:22		
Essential Service Work Functions			
<ul style="list-style-type: none"> • Takes care of the individuals – provides necessities of life. • Administers medication. • Provides activities. • Ensures medical care plans are completed. 			

Division: Corporate Finance

Program: Finance

LOCATION: FORESTRY BUILDING

Address: 9920 – 108 Street, Edmonton, AB

Essential Services Requirements	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours- 1 week)	Long term (after 1 week)
Total number of positions to be filled with capable and qualified managers to perform essential services*	4	4	4
Total number of positions to be filled with capable and qualified opted out & excluded staff to perform essential services	0	0	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	8	8	8
Total staff required to support the essential service operations	12	12	12

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

DESW	Job Title	Classification	Schedule
AB14726			
4	Accounting Officer	Finance 3	Monday - Friday 8:15am-4:30pm
Essential Service Work Functions			

Financial Processes, Policies and Systems: Regional Financial Services Unit:

- Provide financial and system support to regional delivery staff on processing payments and revenue transactions for various programs including Disabilities, Income Support and Assured Income for the Severely Handicapped and other programs.
- Provide Accounting Officer (AO) authorization, release, and reconciliation of regional payment transactions.
- Accounting Officers perform pre-release and post-verification review process several times a week. Given the volume of payment activity and the diversity of systems that are in place, specialized expertise is required. There is significant complexity due to numerous systems and interfaces with the 1GX financial system.
- Reconcile and review payments for reasonableness prior to release there is significant risk of late payments or risk of potential fraudulent payments being released if reviews are not completed in a timely manner
- The positions are responsible for the maintenance of an array of financial systems that support payment processing.
- Manage systems security and access for a wide array of financial administration.
- Support reconciliation, funding and reporting needs of the My Alberta Evacuation Payment Systems (MAEPS) during the disasters.
- Ensures ongoing funding to the food voucher system deployed in 2020 via MAEPS, for distribution to Albertans in need.

DESW	Duration	Job Title	Classification	Schedule
AB14727				
1	First 72 hours	Financial Administrator	Program Services 3	Monday - Friday 8:15am-4:30pm
1	72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions

Financial Policy, Operations and Procurement:

- This function provides financial and system support, which enables delivery staff process payment and revenue transactions.
- This function is responsible for the maintenance of an array of financial systems payment coding.
- Manage significant complexity due to numerous systems and interfaces with the 1Gx financial system.
- Position manages interfaces and works with users to , corrects errors.
- Given the diversity of systems that are in place, specialized expertise is required.

DESW	Duration	Job Title	Classification	Schedule
AB14728				
1	First 72 hours	Taxation and Revenue Coordinator	Finance 4	*Monday - Friday 8:15am-4:30pm
1	72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions**Financial Policy, Operations and Procurement:**

- Only Required for the period of August to February seasonal during tax time.
- Activities include planning, development, compliance and implementation of all activities related to Taxation for various program benefits issued to Albertans.
- The unit participates in the tax slip process, as it is a compliance requirement from Canada Revenue Agency.
- Coordinator leads the taxable automobile benefits reporting for ministry employees.

***Essential service if work stoppage occurred during tax season – August 1 through February 28; not required March 1-July 31**

DESW	Duration	Job Title	Classification	Schedule
AB14729				
1	First 72 hours	Financial Coordinator	Finance 2	Monday - Friday 8:15am-4:30pm
1	72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions**Financial Policy, Operations and Procurement:**

- Prepare daily reconciliations for the Central Payment Request, financial payment systems.
- Prepare payment directive for Income Support, Assured Income for the Severely Handicapped (AISH) and other support programs, acquire payment approval from Expenditure Officers and advise Service Alberta and Red Tape Reduction to release payments to Albertans.
- Respond to workers requests related to payments to individuals, EFT recalls.

DESW	Job Title	Classification	Schedule
AB14730			
1	Financial Coordinator, Recoveries	Finance 2	Monday - Friday 8:15am-4:30pm

Essential Service Work Functions**Financial Policy, Operations and Procurement:**

- Revenue Operations area is responsible for planning, development, compliance and implementation of all activities related to taxation and revenue management.
- Ensuring taxation compliance with Canada Revenue Agency; revenue financial reporting, revenue forecasting and budgeting;; all Debt Collection activities including write off activities for the Ministry; Quarterly and Year end activities.
- Other revenue collection, financial analysis and reporting of Ministry Revenue from various sources (e.g. Persons with Developmental Disabilities, AISH).
- The responsibilities are required by law (write offs and tax slip preparation), so the staff are needed, as they were needed in the past.
- Technical knowledge is needed to perform the functions.

Division: Strategic Services

Program: Emergency Management, Accommodations and Security Services

LOCATION: 108 STREET BUILDING

9TH FLOOR, 9942-108 ST NW

EDMONTON, AB T5K 2J5

Essential Services Requirements	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours- 1 week)	Long term (after 1 week)
Total number of positions to be filled with capable and qualified managers to perform essential services*	1	1	1
Total number of positions to be filled with capable and qualified opted out & excluded staff to perform essential services	2	2	2
Total number of bargaining unit members required fulfill DESW positions during essential services operations	2	2	2
Total staff required to support the essential service operations	5	5	5

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

DESW AB14731	Job Title	Classification	Schedule
2	Emergency Management and Security Advisor	Program Services 4	Call back
Essential Service Work Functions			
<ul style="list-style-type: none"> This position supports staff and clients to ensure they can access services and needs in a safe manner. 			

Program: Office of Public Guardian and Public Trustee

ESSENTIAL SERVICES REQUIREMENTS	TOTAL		
	Short Term	Medium Term	Long Term
Total number of capable and qualified managers to perform essential service.	12	12	12
Total number of DESW positions to be filled with capable and qualified opted out & excluded staff	1	1	1
Total number of bargaining unit members required fulfill DESW positions during essential services operations	54	70	86
Total number required to support the essential service operations	67	83	99

	Short Term	Medium Term	Long Term
Guardianship	Week 1	Week 2	Longer than 2 weeks
Trustee	0-72 Hours	72 Hours - end of Week 2	Longer then 2 Weeks

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: JOHN E. BROWNLEE BUILDING

Address: 4th Floor, Edmonton 10365 – 97 Street NW

DESW	Duration	Job Title	Classification	Schedule
AB14732				
9	Short	Financial Specialist	Finance 1	Monday to Friday 8:15 am – 4:30 pm
9	Medium			
10	Long			

Essential Service Work Functions

- Maintain Public Trustee banking operations.
- Receive manual payments and electronic funds transfer (EFT) deposits on behalf of clients and issue authorized payments.

DESW	Duration	Job Title	Classification	Schedule
AB14733				
4	Short	Public Trustee Representative - Edmonton	Finance 3	Monday to Friday 8:15am-4:30pm
5	Medium			
7	Long			

Essential Service Work Functions
<ul style="list-style-type: none"> • Respond to crisis client situations – represented adults and minors. • Authorize and maintain payments for necessities of life for represented adults and minors. • Emergency intake for represented adults and for deceased estates. • Respond to requests to assist with burial of deceased persons with no family. • Allow access to Office of Public Guardianship and Public Trustee.
Foreseeable Changes
*One additional Public Trustee Representative is required to attend initial asset investigations with Estate Investigator (JS045) for dual control purposes (24-48 hours notice will be provided).

DESW	Job Title	Classification	Schedule
AB14734			
3	Senior Finance Leads	Finance 4	Monday to Friday 8:15 am – 4:30 pm

Essential Service Work Functions
<ul style="list-style-type: none"> • Maintain Public Trustee banking operations. • Review payment information and approve payments for clients. • Approve new business vendors to be paid for services; research new vendors. • Oversee the operations of the recurring payments which provide funds electronically to clients.

DESW	Duration	Job Title	Classification	Schedule
AB14735				
2	Short	Trust Admin Supervisors	Finance 4	Monday to Friday 8:15 am – 4:30 pm
5	Medium			
5	Long			

Essential Service Work Functions
<ul style="list-style-type: none"> • Respond to crisis client situations – represented adults and minors. • Authorize and maintain payments for necessities of life for represented adults and minors. • Emergency intake for represented adults and for deceased estates. • Respond to requests to assist with burial of deceased persons with no family. • Provide services to clients that present at the Office of Public Guardians and Public Trustee.

DESW	Duration	Job Title	Classification	Schedule
AB14736				
3	Short	Assistant, Trust Administration (ATA)	Administrative Support 5	Monday to Friday 8:15 am – 4:30 pm
4	Medium			
6	Long			

Essential Service Work Functions

- Authorizing bill payments for Represented Adult clients within their authorization level.
- Preparing applications for benefits (federal/provincial income programs, federal/provincial and private medical benefits).
- Conducting searches through vital statistics, ROADS (motor vehicle registry), CASES, Land Titles, Personal Property Registry) assisting when request for support with burial.
- Correspondence to gather essential asset and liability information.

DESW	Job Title	Classification	Schedule
AB14737			
1	Estate Investigator	Program Services 3	On Standby

Essential Service Work Functions

- Conducts initial asset investigations of client estates in dual control as required by procedure to ensure clients assets are not misappropriated for urgent circumstances only.
- Investigators must have firearms license and be experienced handling firearms as it is common to locate client firearms during these investigations which PTR staff do not have.
- Move client assets to secure storage, new facility or dispose of in urgent situations.
- Secure real property against vandalism or the elements in order to protect and maintain asset so there is no loss, or loss that could involve neighboring properties or people only in an urgent circumstance.

***A Public Trustee Representative must also attend during initial asset investigations for dual control purposes as required by procedure in order to ensure assets are not misappropriated.**

DESW	Job Title	Classification	Schedule
AB14738			
1	Information Records Lead – Edmonton	Program Services 3	Monday to Friday 8:15 am – 4:30 pm

Essential Service Work Functions

- Maintain Public Trustee banking operations.
- Providing office access during business hours.
- Ensuring segregation of duties (dual control) a financial and accounting principle necessary for appropriate transparency and protection of client funds and information.

DESW	Job Title	Classification	Schedule
AB14739			
1	Records Management Clerk - Edmonton	Administrative Support 3	Monday to Friday 8:15 am – 4:30 pm

Essential Service Work Functions

- Maintain Public Trustee banking operations.
- Providing office access during business hours.
- Opening invoices, court documents and payments for trustee clients.

- Ensuring segregation of duties (dual control) a financial and accounting principle necessary for appropriate transparency and protection of client funds and information.

DESW AB14740	Duration	Job Title	Classification	Schedule
0	Short	Tax Officers	Finance 2	Monday to Friday 8:15 am – 4:30 pm
2	Medium			
2	Long			

Essential Service Work Functions

- Maintain Public Trustee banking operations.
- Receive manual payments and electronic funds transfer (EFT) deposits

DESW AB14741	Job Title	Classification	Schedule
3	Public Guardian Representative	Human Services Worker 5	Monday to Friday 8:15 am – 4:30 pm Provincial after hours standby schedule as per regular operations.*

Essential Service Work Functions

- Supporting clients through crisis situations.
- Emergency healthcare decisions, including End of care plans, treatment decisions, consents, etc.
- Urgent placement decisions for Represented Adults who are deemed to be at risk at their current placement.
- Complaints received under the *Adult Guardianship and Trusteeship Act* and *Personal Directives Act*.
- Guardianship Services After hours crisis line.
- Intake (emergency).
- Treatment decisions for acutely ill represented adults when the physician is unwilling or Maker unable to use emergency health care.
- Clients missing from their residence.

Additional Considerations	*These staff are delegated
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DESW AB14742	Job Title	Classification	Schedule
1	Administrative Team Lead – Service Request Coordinator	Administrative Support 5	Monday - Friday 8:15 am – 4:30 pm

Essential Service Work Functions

- Processing Urgent Applications for Adult Guardianship and Trusteeship Act and Personal Directives Act.
- Providing office and telephone access to clients for emergency intake from 8:15-4:30 pm.

- Supporting administrative work (IT, mobile and billing services) related to the Guardianship Services after hours crisis line.

DESW	Duration	Job Title	Classification	Schedule
AB14743				
0	Short	Case Aide – Edmonton	Administrative Support 4	Monday to Friday 8:15 am – 4:30 pm
0	Medium			
1	Long			

Essential Service Work Functions

- Providing office access during business hours.
- Processing applications for Adult Guardian and Trusteeship (AGTA) on behalf of vulnerable adults for urgent hearings.
- Liaising with Court of King’s Bench Clerks to secure hearings
- Ensuring protection of client information by scanning documents into OPGIS.

LOCATION: NORTH (1 MAIN, 3 SUB OFFICES)

Addresses: Box 409 #318 – 5025 – 49 Avenue St. Paul, AB (main)
3rd floor, 214 Place South 10130 – 99 Avenue Grand Prairie, AB (sub)
11304 – 99 Street Westlock, AB (sub)

8th Floor, Provincial Building 9915 Franklin Avenue Fort McMurray, AB (sub)

DESW	Job Title	Classification	Schedule
AB14744			
1	Public Guardian Representative	Human Services Worker 5	Monday to Friday 8:15 am – 4:30 pm Provincial after hours standby schedule as per regular operations.*

Essential Service Work Functions

- Supporting clients through crisis situations.
- Emergency healthcare decisions, including End of care plans, treatment decisions, consents, etc.
- Urgent placement decisions for Represented Adults who are deemed to be at risk at their current placement.
- Complaints received under the *Adult Guardianship and Trusteeship Act* and *Personal Directives Act*.
- Intake (emergency).
- Treatment decisions for acutely ill represented adults/clients when the physician is unwilling or unable to use emergency health care.
- Clients missing from their residence.

1 DESW Required for the region, DESW will report to their regular location. Can be selected from all North Region offices.

Additional Considerations	These staff are delegated
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DESW	Duration	Job Title	Classification	Schedule
AB14745				
0	Short	Case Aide – North	Administrative Support 4	Monday to Friday 8:15 am – 4:30 pm
0	Medium			
1	Long			

Essential Service Work Functions				
<ul style="list-style-type: none"> • Providing office access during business hours. • Processing applications for Adult Guardian and Trusteeship (AGTA) on behalf of vulnerable adults for urgent hearings. • Liaising with Court of King’s Bench Clerks to secure hearings. • Ensuring protection of client information by scanning documents into OPGIS. 				

DESW	Duration	Job Title	Classification	Schedule
AB14746				
0	Short	Administrative Team Lead (SRC) – North	Administrative Support 5	Monday to Friday 8:15 am – 4:30 pm
1	Medium			
1	Long			

Essential Service Work Functions				
<ul style="list-style-type: none"> • Providing office access during business hours. • Overseeing the processing applications for Adult Guardian and Trusteeship (AGTA) on behalf of vulnerable adults for urgent hearings. • Liaising with Court of King’s Bench Clerks to secure hearings. • Ensuring protection of client information and scanning documents into OPGIS. 				

LOCATION: 900 BARCLAY CENTRE

Address: 444 – 7 Avenue SW Calgary, AB

DESW	Job Title	Classification	Schedule
AB14747			
1	Financial Supervisor – Calgary	Finance 2	Monday to Friday 8:15 am – 4:30 pm

Essential Service Work Functions			
<ul style="list-style-type: none"> • Maintain Public Trustee banking operations. • Receive manual payments and electronic funds transfer (EFT) deposits and issue authorized payments to service providers. 			

DESW AB14748	Duration	Job Title	Classification	Schedule
4	Short	Financial Specialist - Calgary	Finance 1	Monday to Friday 8:15 am – 4:30 pm
4	Medium			
5	Long			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Maintain Public Trustee banking operations. • Receive manual payments and electronic funds transfer (EFT) deposits and issue authorized payments to service providers. 				

DESW AB14749	Job Title	Classification	Schedule
1	Tax Supervisor	Finance 3	Monday to Friday 8:15 am – 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Maintain Public Trustee banking operations. • Receive manual payments and electronic funds transfer (EFT) deposits on behalf of clients and issue authorized payments. 			

DESW AB14750	Duration	Job Title	Classification	Schedule
0	Short	Tax Officers	Finance 2	Monday to Friday 8:15 am – 4:30 pm
0	Medium			
1	Long			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Liaise with CRA and ensure continuation of client financial benefits and minimize penalties for client. • Ensure clients access benefits that they are eligible for. 				

DESW AB14751	Duration	Job Title	Classification	Schedule
2	Short	Public Trustee Representative - Calgary	Finance 3	Monday to Friday 8:15 am – 4:30 pm
4	Medium			
6	Long			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Respond to crisis client situations – represented adults and minors. • Authorize and maintain payments for necessities of life for represented adults and minors. • Emergency intake for represented adults and for deceased estates. 				

- Respond to requests to assist with burial of deceased persons with no family.
- Provide services to clients that present at the Office of Public Guardians and Public Trustee.

Foreseeable Changes

*One additional Public Trustee Representative is required to attend initial asset investigations with Estate Investigator (JS045) for dual control purposes (24-48 hours notice will be provided).

DESW	Duration	Job Title	Classification	Schedule
AB14752				
1	Short	Trust Admin Supervisors	Finance 4	Monday to Friday 8:15 am – 4:30 pm
3	Medium			
3	Long			

Essential Service Work Functions

- Respond to crisis client situations – represented adults and minors.
- Authorize and maintain payments for necessities of life for represented adults and minors.
- Emergency intake for represented adults and for deceased estates.
- Respond to requests to assist with burial of deceased persons with no family.
- Provide services to clients that present at the Office of Public Guardians and Public Trustee.

DESW	Duration	Job Title	Classification	Schedule
AB14753				
1	Short	Assistant, Trust Administration (ATA)	Administrative Support 5	Monday to Friday 8:15 am – 4:30 pm
2	Medium			
3	Long			

Essential Service Work Functions

- Authorizing bill payments for Represented Adult clients within their authorization level.
- Preparing applications for benefits (federal/provincial income programs, federal/provincial and private medical benefits).
- Conducting searches through vital statistics, ROADS (motor vehicle registry), CASES, Land Titles, Personal Property Registry).
- Correspondence to gather essential asset and liability information.

DESW	Job Title	Classification	Schedule
AB14754			
1	Estate Investigator	Administration 1	On Standby

Essential Service Work Functions

- Conducts initial asset investigations of client estates in dual control as required by procedure to ensure clients assets are not misappropriated for urgent circumstances only.
- Investigators must have firearms license and be experienced handling firearms as it is common to locate client firearms during these investigations.

- Move client assets to secure storage, new facility or dispose of in urgent situations.
- Secure real property against vandalism or the elements in order to protect and maintain asset so there is no loss, or loss that could involve neighboring properties or people only in an urgent circumstance.

***A Public Trustee Representative must also attend during initial asset investigations for dual control purposes as required by procedure in order to ensure assets are not misappropriated.**

DESW	Job Title	Classification	Schedule
AB14755			
1	Records Management Supervisor – Calgary	Administrative Support 5	Monday to Friday 8:15 am – 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Maintain Public Trustee banking operations. • Providing office access during business hours. • Providing cheques to clients and receiving/sending urgent tax, financial and court documents. • Ensuring segregation of duties (dual control) a financial and accounting principle necessary for appropriate transparency and protection of client funds and information. 			

DESW	Duration	Job Title	Classification	Schedule
AB14756				
1	Short	Records Management Clerk – Calgary	Administrative Support 3	Monday to Friday 8:15 am – 4:30 pm
1	Medium			
2	Long			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Maintain Public Trustee banking operations. • Providing office access during business hours. • Opening invoices, court documents and payments for trustee clients. • Ensuring segregation of duties (dual control) a financial and accounting principle necessary for appropriate transparency and protection of client funds and information. 				
Additional Considerations	Two (2) Administrative Support Positions will be required to ensure dual control when opening cash payments. This will ensure that the reception is covered during the BU breaks (15 minutes for am/pm; 1 hour for lunch).			

DESW	Duration	Job Title	Classification	Schedule
AB14757				
3	Short	Public Guardian Representative	Human Services Worker 5	Monday - Friday 8:15 am – 4:30 pm Provincial after hours standby schedule as per regular operations.
4	Medium			
5	Long			

Essential Service Work Functions	
<ul style="list-style-type: none"> • Supporting clients through crisis situations. • Emergency healthcare decisions, including End of care plans, treatment decisions, consents, etc. • Urgent placement decisions for Represented Adults who are deemed to be at risk at their current placement. • Complaints received under the <i>Adult Guardianship and Trusteeship Act</i> and <i>Personal Directives Act</i>. • Intake (emergency). • Treatment decisions for acutely ill represented adults/clients when the physician is unwilling or unable to use emergency health care. • Clients missing from their residence. 	
Additional Considerations	*These staff are delegated.

DESW	Job Title	Classification	Schedule
AB14758			
1	Administrative Team Lead – Service Request Coordinator	Administrative Support 5	Monday - Friday 8:15 am – 4:30 pm

Essential Service Work Functions			
<ul style="list-style-type: none"> • Processing Urgent Applications for <i>Adult Guardianship and Trusteeship Act</i> and <i>Personal Directives Act</i>. • Providing office and telephone access to clients for emergency intake from 8:15-4:30 pm. • Supporting administrative work (IT, mobile and billing services) related to the Guardianship Services after hours crisis line. 			

DESW	Duration	Job Title	Classification	Schedule
AB14759				
0	Short	Case Aide – Calgary	Administrative Support 4	Monday to Friday 8:15 am – 4:30 pm
0	Medium			
1	Long			

Essential Service Work Functions				
<ul style="list-style-type: none"> • Providing office access during business hours. • Processing applications for Adult Guardian and Trusteeship (AGTA) on behalf of vulnerable adults for urgent hearings. • Liaising with Court of King’s Bench Clerks to secure hearings. • Ensuring protection of client information by scanning documents into OPGIS. 				

LOCATION: SOUTH (1 MAIN, 1 SUB) GUARDIAN SERVICES

Addresses: 500 Professional Building 740 – 4th Avenue South Lethbridge, AB (main)
107 Provincial Building, 346 - 3rd Street SE, Medicine Hat, Alberta T1A 0G7

DESW AB14760	Duration	Job Title	Classification	Schedule
1	Short	Public Guardian Representative	Human Services Worker 5	Monday to Friday 8:15 am – 4:30 pm Provincial after hours standby schedule as per regular operations.
2	Medium			
2	Long			
Essential Service Work Functions				
<ul style="list-style-type: none"> Supporting clients through crisis situations. Emergency healthcare decisions, including end of care plans, treatment decisions, consents, etc. Urgent placement decisions for Represented Adults who are deemed to be at risk at their current placement. Complaints received under the <i>Adult Guardianship and Trusteeship Act</i> and <i>Personal Directives Act</i>. Intake (emergency). Treatment decisions for acutely ill represented adults/clients when the physician is unwilling or unable to use emergency health care. Clients missing from their residence. 				
Additional Considerations		*These staff are delegated.		

DESW AB14761	Duration	Job Title	Classification	Schedule
0	Short	Case Aide - South	Administrative Support 4	Monday - Friday 8:15 am – 4:30 pm
0	Medium			
1	Long			
Essential Service Work Functions				
<ul style="list-style-type: none"> Providing office access during business hours. Processing applications for Adult Guardian and Trusteeship (AGTA) on behalf of vulnerable adults for urgent hearings. Ensuring protection of client information by scanning documents into OPGIS. 				

DESW AB14762	Job Title	Classification	Schedule
1	Administrative Team Lead (SRC) – South	Administrative Support 5	Monday to Friday 8:15 am – 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> Providing office access during business hours. 			

- Overseeing the processing applications for Adult Guardian and Trusteeship (AGTA) on behalf of vulnerable adults for urgent hearings.
- Liaising with Court of King's Bench Clerks to secure hearings.
- Ensuring protection of client information and scanning documents into OPGIS.

Guardian Services

LLOYDMINSTER PROVINCIAL BUILDING

Address: 5124 50 St, Lloydminster, AB

DESW AB14763	Job Title	Classification	Schedule
2	Public Guardian Representative - Central	Human Services Worker 5	Monday-Friday 8:15am-4:30pm Provincial after hours standby schedule as per regular operations.
Essential Service Work Functions			
<ul style="list-style-type: none"> • Supporting clients through crisis situations. • Emergency healthcare decisions, including end of care plans, treatment decisions, consents, etc. • Urgent placement decisions for Represented Adults who are deemed to be at risk at their current placement. • Complaints received under the <i>Adult Guardianship and Trusteeship Act</i> and <i>Personal Directives Act</i>. • Intake (emergency). • Treatment decisions for acutely ill represented adults/clients when the physician is unwilling or unable to use emergency health care. • Clients missing from their residence. <p>2 DESW Required for the region, DESW will report to their regular location. Can be selected from all Central Region offices.</p>			
Additional Considerations	*These staff are delegated		

DESW AB14764	Duration	Job Title	Classification	Schedule
0	Short	Administrative Team Lead (SRC) - Central	Administrative Support 5	Monday to Friday 8:15 am - 4:30 pm
1	Medium			
1	Long			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Providing office access during business hours. • Overseeing the processing applications for Adult Guardian and Trusteeship (AGTA) on behalf of vulnerable adults for urgent hearings. • Liaising with Court of King's Bench Clerks to secure hearings. • Ensuring protection of client information and scanning documents into OPGIS. 				

DESW AB14765	Job Title	Classification	Schedule
1	Case Aide – Central	Administrative Support 4	Monday to Friday 8:15 am – 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Providing office access during business hours. • Processing applications for Adult Guardian and Trusteeship (AGTA) on behalf of vulnerable adults for urgent hearings. • Liaising with Court of King’s Bench Clerks to secure hearings. • Ensuring protection of client information by scanning documents into OPGIS. 			

RED DEER PROVINCIAL BUILDING

Address: #203 4920 – 51Street, Red Deer, Alberta

DESW AB14766	Job Title	Classification	Schedule
2	Public Guardian Representative – Central	Human Services Worker 5	Monday-Friday 8:15-4:30pm Provincial after hours standby schedule as per regular operations.
Essential Service Work Functions			
<ul style="list-style-type: none"> • Supporting clients through crisis situations. • Emergency healthcare decisions, including end of care plans, treatment decisions, consents, etc. • Urgent placement decisions for Represented Adults who are deemed to be at risk at their current placement. • Complaints received under the <i>Adult Guardianship and Trusteeship Act</i> and <i>Personal Directives Act</i>. • Intake (emergency). • Treatment decisions for acutely ill represented adults/clients when the physician is unwilling or unable to use emergency health care. • Clients missing from their residence. <p>2 DESW Required for the region, DESW will report to their regular location. Can be selected from all Central Region offices.</p>			
Additional Considerations	*These staff are delegated.		

DESW AB14767	Job Title	Classification	Schedule
1	Case Aide – Central	Administrative Support 4	Monday to Friday 8:15 am – 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Providing office access during business hours. • Processing applications for Adult Guardian and Trusteeship (AGTA) on behalf of vulnerable adults for urgent hearings. • Liaising with Court of King’s Bench Clerks to secure hearings. • Ensuring protection of client information by scanning documents into OPGIS. 			

Division: Seniors Division

Program: Seniors Financial Assistance Programs

(Alberta Seniors Benefit, Supplementary Accommodation Benefit, Special Needs Assistance, Seniors Home Adaptation and Repair Program, Seniors Property Tax Deferral Program)

Essential Services Requirements	TOTAL		
	Short term (first 72 hours)	Medium term (72 hours-1 week)	Long term (after 1 week)
Total number of positions to be filled with capable and qualified managers to perform essential services*	9	9	9
Total number of positions to be filled with capable and qualified opted out & excluded staff to perform essential services	0	0	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	10	18	31
Total number of staff required to support the essential service operations	19	27	40

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: 44 CAPITAL BLVD

Address: 12th Floor-10044 108 ST NW Edmonton

Alberta Seniors Benefit/Supplementary Accommodation Benefit Personnel:

DESW	Duration	Job Title	Classification	Schedule
AB14768				
2	First 72 hours	Team Lead, Alberta Seniors Benefit	Program Services 2	Monday - Friday 8:15 am-4:30 pm
2	72 hours - 1 week			
3	After 1 week			

Essential Service Work Functions

- Supervision of staff.
- Review urgent or emergency situations and issue manual payments.
- Maintain Designated Supportive Living and Long-Term Care Information Portal updates for eligible seniors residing in facility-based continuing care to ensure they receive the Supplementary Accommodation Benefit and can pay their accommodation charges.
- Approve and release files for payment.
- Perform data fixes to ensure correct payments.

DESW AB14769	Duration	Job Title	Classification	Schedule
0	First 72 hours	Seniors Financial Assistance Coordinator	Administrative Support 6	Monday - Friday 8:15 am-4:30 pm
4	72 hours - 1 week			
14	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Maintain Designated Supportive Living and Long-Term Care Information Portal updates for eligible seniors residing in facility-based continuing care to ensure they receive the Supplementary Accommodation Benefit and can pay their accommodation charges. • Complete address updates, marital status updates, process death notices so payments are accurately issued. • Ensure applications for seniors who have transitioned from the AISH program are reviewed in a timely manner. • Respond to urgent referrals from program clients. 				

Program Services Personnel:

DESW AB14770	Duration	Job Title	Classification	Schedule
1	First 72 hours	Supervisor, Program Services	Program Services 2	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Supervision of staff. • Identify priorities for opening, indexing and classification of mail, faxes, document uploads and online applications for all seniors financial assistance programs. • Image and index documents to appropriate program area. • Identify urgent or emergency documents requiring immediate program review. 				

DESW AB14771	Duration	Job Title	Classification	Schedule
1	First 72 hours	Team Lead, Program Services	Administrative Support 5	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
2	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Supervision of staff. • Image and index documents to appropriate program area. • Identify urgent or emergency documents requiring immediate program review. • Perform document imaging data fixes so documents are queued to the appropriate program. • Prepare cash blotters for repayments received for all programs for urgent processing. 				

DESW AB14772	Duration	Job Title	Classification	Schedule
1	First 72 hours	Program Services Administrator	Administrative Support 4	Monday - Friday 8:15 am-4:30 pm
3	72 hours - 1 week			
4	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Image and index documents to appropriate program area. • Identify urgent or emergency documents requiring immediate program review. 				

Special Needs Assistance Personnel:

DESW AB14773	Duration	Job Title	Classification	Schedule
1	First 72 hours	Team Lead, Special Needs Assistance	Program Services 3	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Supervision of staff. • Respond to urgent or emergency claims from seniors; e.g. - assistance with utility disconnections, urgent prescription medication claims etc. • Ensure claims for seniors who have transitioned from the AISH program are reviewed in a timely manner. 				

DESW AB14774	Duration	Job Title	Classification	Schedule
1	First 72 hours	Needs Assessor	Program Services 2	Monday - Friday 8:15 am-4:30 pm
2	72 hours - 1 week			
3	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Respond to urgent or emergency claims from seniors; e.g. - assistance with utility disconnections, urgent prescription medication claims etc. • Ensure claims for seniors who have transitioned from the AISH program are reviewed in a timely manner. 				

Seniors Home Adaptation and Repair Program (SHARP) and Seniors Property Tax Deferral Program (SPTDP) Personnel:

DESW	Duration	Job Title	Classification	Schedule
AB14775				
1	First 72 hours	Loan Specialist	Program Services 3	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Process caveat discharges from land titles for SHARP and SPTDP once loans have been repaid in full to clear loans for property sale. • Provide payout statements to seniors and law offices to confirm repayment amount required to discharge caveat and clear loans for property sale. • Process loan repayments. • Process SHARP applications for emergency home repairs. • Process SPTDP applications for emergency situations to prevent tax sale/foreclosure. • Register caveats on clients' land title once loan has been approved. 				

Program Support Personnel:

DESW	Duration	Job Title	Classification	Schedule
AB14776				
1	First 72 hours	Business Analyst	Program Services 3	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			
Essential Service Work Functions				
<ul style="list-style-type: none"> • Maintain vital internal seniors financial assistance program applications (Alberta Seniors Benefit, Special Needs Assistance, Seniors Home Adaptation and Repair Program, Seniors Property Tax Deferral Program) and external applications (Seniors Financial Assistance Online Services, Customer Services, Dental and Optical Assistance, Designated Supportive Living and Long-Term Care Information Portal, Interface with City of Calgary Seniors Services Home Maintenance Program, Facility Registry). • Subject matter expert about the intricacies and functions of all business applications. • Responds to service requests/performance issues, including mass payment distribution. • Responds to required system data fixes. 				

DESW	Duration	Job Title	Classification	Schedule
AB14777				
1	First 72 hours	Team Lead, Payment Management	Program Services 3	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions				
<ul style="list-style-type: none"> • Authorize and maintain payments for seniors financial assistance programs. • Maintain Seniors Payment Application Control application. • Resolve payment issues. • Accounting Officer for the Division. • Subject matter expert and first point of contact for 1GX issues. • Lead contact for accommodation issues. 				

DESW	Duration	Job Title	Classification	Schedule
AB14778				
0	First 72 hours	Payment Clerk	Administrative Support 5	Monday - Friday 8:15 am-4:30 pm
1	72 hours - 1 week			
1	After 1 week			

Essential Service Work Functions				
<ul style="list-style-type: none"> • Process stop/void/replacement payment requests. • Process manual/emergent cheque requests. • Support repayment processing for seniors financial assistance programs. • Research and resolve returned electronic funds transfers/cheques/NSF cheques. • Complete journals and reconciliations. • Respond to 1GX issues. 				

DEPARTMENT: SERVICE ALBERTA AND RED TAPE REDUCTION

Division: Financial and Administrative Shared Services

Program: Client Services Operations Employee Services

Essential Services Requirements	TOTAL
Total number of positions to be filled with capable and qualified managers to perform essential services*	4
Total number of positions to be filled with capable and qualified opted out & excluded staff to perform essential services	2
Total number of bargaining unit members required fulfill DESW positions during essential services operations	10
Total number of staff required to support the essential service operations	16

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

Note: Payroll activities must meet requirements laid out in Alberta Employment Standards and the Collective Agreement.

LOCATION: 3RD FLOOR, JOHN E. BROWNLEE BUILDING

Address: 10365 – 97 Street NW, Edmonton, AB

DESW	Job Title	Classification	Schedule
AB15500			
5	Team Leads or Payroll Trainers	Administration 1 or 2	Monday - Friday 8:15 am-4:30 pm

Essential Service Work Functions

- Payroll activities for employees in non-bargaining positions and non-employees (Judiciary, program recipients and board members) formatting incoming spreadsheets for the upload of time for Bargaining Unit employees working and those involved in work stoppage.
- Other payroll activities that must continue; terminations, leaves of absence and Record of Employment (ROE) production, receiving, processing, ending garnishments (CRA, Court Ordered).

Foreseeable Changes

- If an emergency situation resulted in the requirement to hire more employees to handle the emergency situation, large volume of injuries or death of our employees, this may require an increase in the staffing to handle the payroll processing.
- More staff may be required depending on time of year, for example large amounts of hires for firefighters in the spring, or in the fall when firefighter employment is ending.

DESW AB15501	Job Title	Classification	Schedule
4	Pay and Benefits Specialist	Administrative Support 6	Monday - Friday 8:15 am-4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Payroll activities for employees in non-bargaining positions and non-employees (Judiciary, program recipients and board members) formatting incoming spreadsheets for the upload of time for Bargaining Unit employees working and those involved in work stoppage. • Other payroll activities that must continue; as terminations, leaves of absence and Record of Employment (ROE) production, receiving, processing, ending garnishments (CRA, Court Ordered). 			
Foreseeable changes			
<ul style="list-style-type: none"> • If an emergency situation resulted in the requirement to hire more employees to handle the emergency situation, large volume of injuries or death of our employees, this may require an increase in the staffing to handle the payroll processing. • More staff may be required depending on time of year, for example large amounts of hires for firefighters in the spring, or in the fall when firefighter employment is ending. 			

DESW AB15502	Job Title	Classification	Schedule
1	Business Analyst	Program Services 2, 3 or 4	Monday - Friday 8:15 am-4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Mass load of time and attendance data and trouble shooting. 			
Foreseeable Changes			
<ul style="list-style-type: none"> • Depending on time of year, the resource requirements may fluctuate depending on seasonal volume. For example, large amounts of hires for firefighters in the spring, or in the fall when firefighter employment is ending. 			

Program: Central Logistics - Print Services

Essential Services Requirements	TOTAL
Total number of positions to be filled with capable and qualified managers to perform essential services	1
Total number of positions to be filled with capable and qualified opted out & excluded staff to perform essential services	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	4
Total number of staff required to support the essential service operations	5

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: MURIEL STANLEY VENNE PROVINCIAL CENTRE

Address: 12360 – 142 Street NW, Edmonton, AB

DESW AB15503	Schedule	Job Title	Classification
1	Monday - Friday (7.25 hours)	Digital Print Specialist	Operational Services 4
2	Monday - Friday 8:15 am - 2:15 pm (This shift may be between 3-5 hours depending on volume)		

Essential Service Work Functions

- Operate equipment –Xerox production printers; software equipment.
- Print Notice of convictions.
- Print Driver suspension notice.
- Print AISH cheques, including potential extensions to shift hours to accommodate the one day a month peak cheque run.
- Printing and insertion of court documents for the daily operation of Alberta courts.
- Insert cheques and notice of convictions into envelopes using the specialized equipment and ship to Canada Post.

DESW AB15504	Job Title	Classification	Schedule
1	System Administrator	Program Services 3	Monday – Friday 5:00 am - 1:15 pm (7.25 hours)

Essential Service Work Functions

- Provides support and operation of specialized software applications for the provision of high-speed print.
- Operate equipment –Xerox production printers; software equipment.
- Print Notice of convictions.
- Print Driver suspension notice.
- Print AISH cheques, including potential extensions to shift hours to accommodate the one day a month peak run.
- Printing and insertion of court documents for the daily operation of Alberta courts.

Emergency Triggers

Additional staff may be required in the event of an emergency if materials need to be printed for Albertans or in support of emergency operations

Program: Central Logistics – Mail and Logistics Services

Essential Services Requirements	TOTAL
Total number of positions to be filled with capable and qualified managers to perform essential services	2
Total number of positions to be filled with capable and qualified opted out & excluded staff to perform essential services	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	2
Total number of staff required to support the essential service operations	4

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: MURIEL STANLEY VENNE PROVINCIAL CENTRE

Address: 12360 – 142 Street NW, Edmonton, AB

DESW	Job Title	Classification	Schedule
AB15505			
1	Courier Driver	Equipment Operations 1	Monday - Friday 7:00 am – 1:00 pm (5 hour shifts)
Essential Service Work Functions			
<ul style="list-style-type: none"> • Deliver printed information to the courts (from Print Services). • Sort materials that go to other courts on provincial delivery (all provincial courier bags). • Pick up GoA Canada Post mail at Canada Post and deliver to Muriel Stanley Venne Provincial Centre. 			
Foreseeable Changes			

Additional staff may be required in the event of an emergency if materials need to be delivered in support of emergency operations.

DESW AB15506	Job Title	Classification	Schedule
1	Postal Specialist	Operational Services 3	Monday - Friday 8:15 am-4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Mail metering. • Provincial inter-department material to support court services (i.e. printing of court documents distribution). • Sorting materials to send to courts across the province. • Drivers and Health care cards. 			

Program: Central Logistics - Fleet and Employee Safety Office

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of positions to be filled with capable and qualified managers to perform essential services	1
Total number of positions to be filled with capable and qualified opted out & excluded staff to perform essential services	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	11 within a 24 hour period
Total number of staff required to support the essential service operations	12 within a 24 hour period

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: TERRACE BUILDING

Address: 5th Floor, 9515 – 107 Street NW, Edmonton, AB

DESW AB15507	Schedule	Job Title	Classification
1	Monday - Friday 8:15 am to 4:30 pm	Team Lead Employee Safety Office	Program Services 3
Essential Service Work Functions			
<p>Leads the team to support the AFRRCS dispatching service and the following public emergency lines:</p> <ul style="list-style-type: none"> • Forest Fire Line (310 FIRE) after hours and weekends throughout the year. • Office of the Chief Medical Officer of Health (OCMO). 			

- Manages team to ensure all ESO services are delivered.
- Supervises employees supporting safety of Work-Alone clients.
- Handle calls and perform Senior Radio Operator duties if call volume is high.
- Train Work Alone monitoring users to ensure understanding of the tools and ESO services if new users are activated during a work stoppage.
- Address any escalated calls or client concerns.

DESW	Schedule	Job Title	Classification
AB15508			
3	3 DESW per day; 1 per shift; 7 days per week	Senior Safety Communication Officer	Administrative Support 6
	Day shift: 06:30-14:30		
	Evening shift: 14:30-22:30		
	Night shift: 22:30-06:30		

Essential Service Work Functions

- Monitoring Work Alone workers utilizing ESO customized application, locate workers that are overdue with their timers.
- Respond to emergency alarms set off either automatically or by a user/ client.
- Follow strict procedures to ensure client/user safety.
- Monitor client/users to ensure compliance with the GOA Work Alone Legislation.
- Maintain radio and electronic communication and provide monitoring of multiple Community Peace Officer groups when conducting high risk operations.
- Maintain communications with GOA groups using the AFRRCS Radio System (Fire towers and Forestry Officers in Remote Areas.
- Answer calls from public lines (which could include notification and dispatch of potential emergency personnel – ex: Wildlife sightings in urban areas, fires, etc.).
- Forest Fire Line (310 FIRE) after hours and weekends throughout the year.
- Office of the Chief Medical Officer of Health (OCMO) after hours and weekends throughout the year.
- Dispatch information to clients.
- Initiate and coordinate response of emergency services or enforcement agencies when required.
- Provide database information to authorized callers to assist in officer’s investigation or prosecutions.
- Logging of all records and communication for court, investigations, compliance and training.
- Ensure communications equipment is maintained and remains within acceptable audio and operational parameters.
- Report and log any service outages or problematic equipment reported by clients or detected by the operator to the appropriate vendor.
- Track and log repairs and authorizing vendor overtime to ensure prompt resumption of essential communications in affected areas.
- Recommend solutions for defective or problematic internal hardware and software utilized for providing data to officers.

- Advise the ESO Team Lead, including outside of normal office hours, of any critical or computer failures.
- Maintain client database.

DESW AB15509	Schedule	Job Title	Classification
7 (total)	3 shifts - 7 days per week	Radio Operator	Administrative Support 5
3	Day shift: 06:30-14:30		
3	Evening shift: 14:30-22:30		
1	Night shift: 22:30-06:30		

Essential Service Work Functions

- Log and record all traffic, radio, telephone and data for court, investigations, compliance and training.
- Create and maintain accurate documentation and recording of client status, location and activities.
- Monitoring Work Alone workers utilizing ESO customized application, locate workers that are overdue with their timers, after hours and weekends throughout the year.
- Respond to emergency alarms set off either automatically or by a user/ client.
- Follow strict procedures to ensure client/user safety.
- Monitor client/users to ensure compliance with the GOA Work Alone Legislation.
- Maintain radio and electronic communication and provide monitoring of multiple Community Peace Officer groups when conducting high risk operations.
- Maintain communications with GOA groups using the AFRRCS Radio System (Fire towers and Forestry Officers in Remote Areas).
- Answer calls from public lines (which could include notification and dispatch of potential emergency personnel – ex: Wildlife sightings in urban areas, fires, etc.).
- Forest Fire Line (310 FIRE) after hours and weekends throughout the year.
- Office of the Chief Medical Officer of Health (OCMH) after hours and weekends throughout the year.
- Dispatch information to clients.
- Initiate and coordinate response of emergency services or enforcement agencies when required.
- Provide database information such as driver, vehicle, permits, hunting and fishing licenses as well as infraction information to authorized callers to assist in officer’s investigation or prosecutions.
- Forward requests for enforcement services to the appropriate department personnel.
- Logging of all records and communication for court, investigations, compliance and training.
- Ensure communications equipment is maintained and remains within acceptable audio and operational parameters.
- Report and log any service outages or problematic equipment reported by clients or detected by the operator to the appropriate vendor.

- Track and log repairs and authorizing vendor overtime to ensure prompt resumption of essential communications in affected areas.
- Recommend solutions for defective or problematic internal hardware and software utilized for providing data to officers.
- Advise the ESO Team Lead, including outside of normal office hours, of any critical or computer failures.
- Maintain client database.

Program: Central Logistics - Office Services

Essential Services Requirements	TOTAL
Total number of positions to be filled with capable and qualified managers to perform essential services	1
Total number of positions to be filled with capable and qualified opted out & excluded staff to perform essential services	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	1 Call back
Total number of staff required to support the essential service operations	2
Call Back Triggers	
<ul style="list-style-type: none"> • If any of the duties listed in the Essential Service Work Functions are required, Bargaining Unit staff would be called in. Staff would be required to report to the office within 1 hour. Staff would be required during regular business hours until tasks are completed or issues are resolved. 	

*Essential services to be performed by capable and qualified manager will be performing bargaining unit essential service cover-off.

LOCATION: TERRACE BUILDING

Address: 2nd Floor, 9515 - 107 Street NW, Edmonton, AB

DESW AB15510	Job Title	Classification	Schedule
1	Service Coordinator	Administrative Support 5	Call back Monday- Friday 8:15 am - 4:30 pm

Essential Service Work Functions:

- Address critical issues with building access card service and system.
- Investigate why access cards are not working and correct any issues found.
- Investigate why access card systems are not functioning. Triage and resolve any issues, if possible, prior to calling for repairs.
- Set up access cards that require new access groups to be created.
- Address requests for access cards (new or changes). If 5 or more urgent request are received based on client ministry requirements bargaining unit staff would be required.

Program: FOIP Operations and King's Printer

Essential Services Requirements	TOTAL
Total number of positions to be filled with capable and qualified managers to perform essential services	1
Total number of positions to be filled with capable and qualified opted out & excluded staff to perform essential services	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	2 Call back
Total number of staff required to support the essential service operations	3

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

Call Back Triggers
<ul style="list-style-type: none"> • The Gazette is published twice per month on a 10 business day cycle. If a work stoppage occurred within week one (day 1 to 5) of the publishing cycle Bargaining Unit staff may be required if a lengthy or complex notice was submitted for publishing. If this does not occur, no Bargaining Unit Staff would be required. If a work stoppage began or continued into week two (day 6 to 10) of the cycle Bargaining Unit staff (Publishing Coordinator) would be required at 8:15am on day 7 of the publishing cycle, but may be required sooner depending on the volume and complexity of materials that need to be published. The Manager would assess volume and complexity and call in staff as required. Staff may be required on day 6 and would be given 2 hours' notice to report to work. • During day 1 to 5 of the publishing cycle bargaining unit staff (E-Publishing Coordinator) would be required to monitor the general inbox for incoming material. If material was received that required inputting staff would be required to report to the office within 1.5 hours. • If laws were proclaimed in force, Orders in Councils or Ministerial Orders released, or new or amending Regulations filed, bargaining unit staff would need to be called in for the next business day to ensure that updated laws were processed and published on the King's Printer Websites on an as needed basis. (Publishing Coordinator or E-Publishing Coordinator) <p>Note: Once called to report to work staff would be required to work regular, full-time hours until the end of the publication cycle.</p>

LOCATION: 7TH FLOOR PARK PLAZA

Address: 10611 – 98 Avenue, Edmonton, Alberta

DESW AB15511	Job Title	Classification	Schedule
1	Publishing Coordinator	Administration 1	Call back Monday - Friday 8:15 am-4:30 pm

Essential Service Work Functions

- Receive and prepare Orders in Council, Ministerial Orders and supporting legislative materials for publishing.
- The Alberta Gazette Part I and Part II must be published, along with Orders in Council, Ministerial Orders and supporting legislative materials.
- Update and publish the Alberta Gazette, new laws and legislative related materials such as Orders in Council, Ministerial Order and Alberta Rules of Court, etc. on the King's Printer website and on KP Source Professional.

DESW AB15512	Job Title	Classification	Schedule
1	Publishing Coordinator	Administrative Support 5	Call back Monday to Friday 8:15 am-4:30 pm

Essential Service Work Functions

- Prepare documents for publishing in the Alberta Gazette on a bi-weekly basis. Alberta Gazette Part I and Part II must be published on-line and in print format, Liaise with clients to ensure content accuracy prior to publishing on-line or in print.
- Liaise with clients to ensure content accuracy prior to publishing on-line or in print.

Emergency Triggers

In the event of an emergency or disaster, staff may be required to report to work immediately to publish special orders regarding the emergency situation

Division: Consumer, Registry & Strategic Services

Program: Land Titles and Surveys

Essential Services Requirements	TOTAL
Total number of positions to be filled with capable and qualified managers to perform essential services	5
Total number of positions to be filled with capable and qualified opted out & excluded staff to perform essential services	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	15
Total number of staff required to support the essential service operations	20

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: EDMONTON, JOHN E BROWNLEE BUILDING

Address: Mezzanine Floor, 10365 – 97 Street, Edmonton, AB

DESW AB15513	Job Title	Classification	Schedule
1	Supervisor Survey Plan Examination	Technologies 6	Monday - Friday 8:15 am-4:30 pm

Essential Service Work Functions

Examination and registration of any of the following categories of documents that are time sensitive/urgent/ court ordered work :

- Court Orders (Urgent or extension orders under the *Adult Guardianship and Trusteeship Act*; or any order directing Land Titles to register immediately, specifically in relation to plans or surveys related documents)
- Builders Lien (or discharge of builders lien)
- Certificate of Approval
- Certificate of Lis Pendens (re: Writ, Builders Lien or Caveat)
- Change Notice (fixture or crops)
- Employment Standards Orders
- Expiry of Lien
- Extension Order
- Health Hazards
- Lapse of Lien
- Notice of Intention to Expropriate
- Assist in the triage of Surveys work

Emergency Triggers

In the event of an emergency or damage to the Land Titles Office building, staff may be required to protect or restore irreplaceable records.

DESW AB15514	Job Title	Classification	Schedule
2	Team Lead and Technical Advisor	Legal Administration 5	Monday - Friday 8:15 am-4:30 pm

Essential Service Work Functions

Examination and registration of any of the following categories of documents that are time sensitive/urgent/ court ordered work :

- Court Orders (Urgent or extension orders under the *Adult Guardianship and Trusteeship Act*; or any order directing Land Titles to register immediately)
- Builders Lien (or discharge of builders lien)
- Certificate of Approval
- Certificate of Lis Pendens (re: Writ, Builders Lien or Caveat)
- Expiry of Lien
- Extension Order
- Health Hazards
- Lapse of Lien
- Notice of Intention to Expropriate
- Expedited Condo registration
- Assist in coordination of Legal Admin 4, and Administrative Support staff to ensure appropriate triage and assignment of essential work

DESW AB15515	Job Title	Classification	Schedule
2	Senior Land Titles Analyst	Legal Administration 4	Monday - Friday 8:15 am-4:30 pm

Essential Service Work Functions

Examination and registration of any of the following categories of documents that are time sensitive/urgent/ court ordered work:

- Court Orders (Urgent or extension orders under the *Adult Guardianship and Trusteeship Act*; or any order directing Land Titles to register immediately)
- Builders Lien (or discharge of builders lien)
- Certificate of Approval
- Certificate of Lis Pendens (re: Writ, Builders Lien or Caveat)
- Expiry of Lien
- Extension Order
- Health Hazards
- Lapse of Lien
- Notice of Intention to Expropriate

- Expedited Condo registration
- Assist in the triage of work

DESW AB15516	Job Title	Classification	Schedule
3	Administrative Support	Administrative Support 4	Monday - Friday 8:15 am-4:30 pm

Essential Service Work Functions

- Staff would maintain the priority order of work and ensure document triage occurred to separate out essential work identified above.

LOCATION: SERVICE ALBERTA BUILDING

Address: 2nd Floor, 710 – 4th Avenue SW, Calgary, AB

DESW AB15517	Job Title	Classification	Schedule
1	Supervisor Survey Plan Examination	Technologies 6	Monday - Friday 8:15 am-4:30 pm

Essential Service Work Functions

Examination and registration of any of the following categories of documents that are time sensitive/urgent/ court ordered work:

- Court Orders (Urgent or extension orders under the *Adult Guardianship and Trusteeship Act*; or any order directing Land Titles to register immediately, specifically in relation to plans or surveys related documents)
- Builders Lien (or discharge of builders lien)
- Certificate of Approval
- Certificate of Lis Pendens (re: Writ, Builders Lien or Caveat)
- Change Notice (fixture or crops)
- Employment Standards Orders
- Expiry of Lien
- Extension Order
- Health Hazards
- Lapse of Lien
- Notice of Intention to Expropriate
- Assist in the triage of Surveys work

DESW AB15518	Job Title	Classification	Schedule
1	Team Lead and Technical Advisor	Legal Administration 5	Monday – Friday 8:15 am-4:30 pm

Essential Service Work Functions

Examination and registration of any of the following categories of documents that are time sensitive/urgent/ court ordered work:

- Court Orders (Urgent or extension orders under the *Adult Guardianship and Trusteeship Act*; or any order directing Land Titles to register immediately)
- Builders Lien (or discharge of builders lien)
- Certificate of Approval
- Certificate of Lis Pendens (re: Writ, Builders Lien or Caveat)
- Change Notice (fixture or crops)
- Expiry of Lien
- Extension Order
- Health Hazards
- Lapse of Lien
- Notice of Intention to Expropriate
- Expedited condo registration
- Assist in coordination of Legal Admin 4, and Administrative Support staff to ensure appropriate triage and assignment of essential work

DESW AB15519	Job Title	Classification	Schedule
2	Senior Land Titles Analyst	Legal Administration 4	Monday - Friday 8:15 am-4:30 pm

Essential Service Work Functions

Examination and registration of any of the following categories of documents that are time sensitive/urgent/ court ordered work:

- Court Orders (Urgent or extension orders under the *Adult Guardianship and Trusteeship Act*; or any order directing Land Titles to register immediately)
- Builders Lien (or discharge of builders lien)
- Certificate of Approval
- Certificate of Lis Pendens (re: Writ, Builders Lien or Caveat)
- Change Notice (fixture or crops)
- Expiry of Lien
- Extension Order
- Health Hazards
- Lapse of Lien
- Notice of Intention to Expropriate
- Expedited Condo registration
- Assist in the triage of work

DESW	Job Title	Classification	Schedule
AB15520			
3	Administrative Support	Administrative Support 4	Monday - Friday 8:15 am-4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> Administrative Support 4 Staff would maintain the priority order of work and ensure document triage occurred to separate out essential work identified above. 			

Program: Motor Vehicle and Registries Administration – Motor Vehicles

Essential Services Requirements	TOTAL
Total number of positions to be filled with capable and qualified managers to perform essential services	0
Total number of positions to be filled with capable and qualified opted out & excluded staff to perform essential services	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	1 Call back
Total number of staff required to support the essential service operations	1

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: EDMONTON, JOHN E BROWNLEE BUILDING

Address: 3rd Floor, 10365 – 97 Street, Edmonton, Alberta

DESW	Job Title	Classification	Schedule
AB15521			
1	Registry Information Specialist	Program Services 2	Call back Monday - Friday 8:15 am-4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> Respond to urgent requirements to produce Court Certificates to be used as evidence/proof of a person's driving status or the status of a vehicle in court cases. Receive requests from Police, Municipalities, Crown Prosecutors and Defense lawyers. Review information and determine if all requirements for release of information are met. Process information via MOVES. Reply to requestor with court document request on behalf of the Registrar of Motor Vehicles. 			

DEPARTMENT: TECHNOLOGY AND INNOVATION

Division: Digital Design and Delivery

Program: Software Delivery

Essential Services Requirements	TOTAL
Total number of positions to be filled with capable and qualified managers to perform essential services*	2
Total number of positions to be filled with capable and qualified opted out & excluded staff to perform essential services	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	6
Total number of staff required to support the essential service operations	8

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

LOCATION: REMOTE WORK

DESW AB16000	Job Title	Classification	Schedule
1	Support Services	Program Services 3	Monday - Friday 8:15 am to 4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide end user access to and daily support of the Motor Vehicles System (MOVES application). • This also includes support of the Driver's License/Identification Card process/interface with Canadian Bank Note. • Provide support on all interfaces used by other applications who rely on Motor Vehicles data for their program needs such as Transportation and external stakeholders. • Provide end user access and daily support of the ROADS application. • Provide end user access and support of the Common Web Interface. • Provide end user support of the Current Fines application. • Provide queries required to support law enforcement or Special Investigations Unit requests. • Provide SME/BA activities for all application changes required to the above-mentioned applications. 			
Foreseeable Changes			
<ul style="list-style-type: none"> • Critical failure of the Information Technology components making up MOVES and ROADS applications or its underlying backend technology would require additional resources to restore service as soon as possible. 			

- Additional support may be required to complete application changes to MOVES in support of proposed new legislation or legislation changes if the legislation comes into force and specific functionality is required during a work stoppage.

DESW AB16001	Job Title	Classification	Schedule
1	Support Services	Program Services 3	Monday - Friday 8:15 am-4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide application and end user support for ALTO, ALTA2, SPIN2, and Land Titles BI Reporting applications (tier 1 and 2). • Perform required system administration duties to support SPIN2, ALTA and interfaces to other applications. • Provide data extract and interface verification (Daily, weekly and monthly). • Provide incident and change management support for all Land Titles applications. 			
Foreseeable Changes			
<ul style="list-style-type: none"> • Critical failure of the Information Technology components making up ALTA, ALTO, ALTA2 or SPIN2 applications or its underlying backend technology would require additional resources to restore service as soon as possible. • Additional support may be required to complete application changes to ALTA, ALTO, ALTA2 OR SPIN2 in support of proposed new legislation or legislation changes if the legislation comes into force and specific functionality is required during a work stoppage. 			

DESW AB16002	Job Title	Classification	Schedule
4	Business Analyst	Program Services 3	Monday - Friday 8:15 am-4:30 pm
Essential Service Work Functions			
<ul style="list-style-type: none"> • Provide application and end user support for Justice Applications. JOIN, CRef, MIMs, and PRISM (tier 1 and 2). • Perform required system administration duties to support applications. • Provide data extract and interface verification (Daily, weekly and monthly). • Provide incident and change management support for all Justice applications. 			
Foreseeable Changes			
<ul style="list-style-type: none"> • Critical failure of the Information Technology components making JOIN, CRef, MIMs, and PRISM applications or its underlying backend technology would require additional resources to restore service as soon as possible. • Additional support is required to complete application changes to JOIN, CRef, MIMs, and PRISM in support of proposed new legislation or legislation changes if the legislation comes into force and specific functionality is required during a work stoppage. 			

DEPARTMENT: TRANSPORTATION AND ECONOMIC CORRIDORS

Division: Traffic Safety Services

Program: Transportation Management Centre and EDGE

ESSENTIAL SERVICES REQUIREMENTS	TOTAL
Total number of essential service positions to be filled with capable and qualified managers	3
Total number of essential service positions to be filled with capable and qualified opted out & excluded staff	0
Total number of bargaining unit members required fulfill DESW positions during essential services operations	9
Total number required to support the essential services operations	12

*Essential services to be performed by capable and qualified managers include those managers that will be performing bargaining unit essential service cover-off and/or may have essential service duties by the nature of their role.

Alberta Environmental and Dangerous Goods Emergencies (EDGE)

LOCATION: TWIN ATRIA BUILDING, EDMONTON

Address: Main Floor, 4999-98 Avenue, Edmonton, AB

DESW	Schedule	Job Title	Classification
AB16100			
4	Maintain the current 24hour rotating work schedule, ensuring coverage as follows (full current schedule to be provided with employee eligibility list):	Regulatory Compliance Officer	Program Services 3
	1x DESW Monday-Sunday, 08:00-20:00		
	1x DESW Monday-Sunday, 08:00-16:30		
	1x DESW Monday - Sunday, 20:00-08:00		
	1x DESW Monday-Friday, 08:00-20:00 (on Standby)		
Essential Service Work Functions			
<ul style="list-style-type: none"> • Emergency response to dangerous goods events that are reported to Alberta EDGE as per legislative requirements. • Reception, triage and dissemination of: 			

<ul style="list-style-type: none"> ○ Dangerous goods incidents that are reported to Alberta EDGE as per legislative requirements. ○ Energy and environmental incidents that are reported to the Alberta EDGE as per legislative requirements. ○ Reception and response to dangerous goods inquiries from Law Enforcement Agencies regarding the safe handling and transportation of dangerous goods.
Foreseeable changes
A major dangerous good or environmental event or an extended event that requires assistance. Additional staff would be required to report to the office to provide remote assistance and guidance to first responders at the scene as well as updating Alberta EDGE. Alberta EDGE would relay the information to CANUTEC (Federal Emergency Response Centre).

Transportation Management Centre

LOCATION: TWIN ATRIA BUILDING, EDMONTON

Address: Main Floor, 4999-98 Avenue, Edmonton, AB

DESW AB16101	Schedule	Job Title	Classification
Winter (October – April):		Transportation Management Centre Officer (TMCO)	Program Services 1
2	Day Shift 07:00 – 15:15		
2	Swing Shift: 15:00 – 23:15		
1	Night Shift: 23:00 – 07:15		
Summer (May - September):			
1	Day Shift 07:00 – 15:15		
1	Swing Shift: 15:00 – 23:15		
1	Night Shift: 23:00 – 07:15		
Essential Service Work Functions			
<ul style="list-style-type: none"> • Ensure highway surface conditions and closures are accurately reflected on the 511 Alberta site. • Ensure traffic incidents, construction and other events affecting traffic on provincial highways is accurately reflected on the 511 Alberta site. • Ensure 511 Alberta’s social media accounts are used to disseminate accurate information to Albertans. • Ensure the 511 Interactive Voice Response (IVR) floodgate messages, Dynamic Message Signs (DMS), website alerts and advisory pop-ups are effectively utilized during severe weather and traffic incidents, including closures, and during Amber Alerts. • Update all platforms and tools as conditions or events change. 			

- In coordination with the Consequence Management Officer, draft and issue Alberta Emergency Alerts for critical incidents affecting provincial highways when criteria are met.

Foreseeable Changes

- Additional staff may be required due to significant events affecting public safety, including but not limited to extreme weather events, emergencies, or other times when widespread conditions exist. The number of staff required would depend on the nature, severity and duration of the incident.

UMPIRE PROCESS

Dispute Process

1. The parties see the resolution of disputes under Article 10 as an expedited dispute resolution process that will not rely on the more formal rules of adjudication. Umpires will not mediate or conduct mediation-arbitrations.
2. As per Article 10 of the Essential Services Agreement, the dispute must be heard within 24 hours of the Umpire receiving a Referral/Notice of Dispute. Hearings may occur by teleconference, document exchange, virtual hearing format, or in person.
3. Umpires are expected to be available for hearings outside of regular business hours.
4. To ensure that full disclosure occurs prior to the hearing, the Referral/Notice of Dispute will be completed in full and any additional documentation will be provided with the Referral/Notice of Dispute. It is the expectation of the parties that, to the best of their ability, all relevant information is provided at the time of referral.
5. The Referral/Notice of Dispute must contain:
 - a. union information including
 - I. name of contact person
 - II. mailing address/postal code
 - III. contact number and email address
 - b. employer information including
 - I. name of contact person
 - II. mailing address/postal code
 - III. contact number and email address
 - c. name and contact information for Worksite Representatives
 - d. umpire information including
 - I. name of contact person
 - II. mailing address/postal code
 - III. contact number and email address
 - e. dispute information including
 - I. department, program area, worksite location
 - II. grounds for referral under the Essential Services Agreement
 - III. remedy being sought

IV. evidence

6. Written decisions will be released in PDF format to the parties no later than 48 hours from the referral/notice of the dispute.
7. The Chief Umpire will be copied on all Referrals/Notices and Decisions.
8. To ensure consistency in decision making under the Essential Services Agreement, all Umpire decisions will be available to all Umpires to keep them apprised of the interpretation and application of the Essential Services Agreement.
9. Written decision will be no longer than five (5) pages and must contain:
 - a. a description of the questions / disputes before the Umpire
 - b. the decision(s) on the questions / disputes
 - c. a description of what the Umpire considered
 - d. brief reasons

Umpire Roster

Role of the Chief Umpire:

1. Deal with any disputes about the Amendment of the Essential Service Agreement or Part A Article 5 Responding to Emergencies under the Essential Service Agreement.
2. Mediate, adjudicate or use meditation-arbitration.
3. Act as a resource to the Umpires, if required.
4. Adjudicate disputes under the Essential Service Agreement, if requested by either party.

Effective Date and Term

1. The Umpire Roster is effective upon conclusion of the 14-day cooling off period, and applies to any strike or lockout related to the current round of collective bargaining.

Assignment of Work

1. Assignment of work under the Roster – the parties will refer a dispute to the next available Umpire on the respective roster.
2. If required, Umpires can be reassigned or added with agreement of the parties.