

# AES Subcommittee gives "Related Groups" a career boost



*The Subcommittee is seen here in the foyer of the AES building, Downsview, left to right: Larry Stevens, Linda Stirling, Judy Short, Oscar Koren, Jaan Kraus, Chris Upton, Ann Bishop, Mark Trueman.*

A wide-awake subcommittee is busy promoting career prospects for some 650 AES staff – roughly 30 percent of the work force. Called the "Subcommittee for Recruitment, Training and Development in Related Groups", its main purpose is to supply information and recommendations to senior managers to help them meet future manpower and training requirements and achieve service objectives.

For the individual, however, it could mean the chance to take educational leave or rotate fairly frequently from one group to another.

The "related groups" include all AES staff except meteorologists, technicians, senior and research managers. (For a complete list of included groups, please see box, page 12.)

Since its formation in March 1980, the subcommittee, reporting to the parent AES Committee on Professional and Technical Recruitment, Training and

**FIGURE 1**



Organization Chart indicating the structure of the Committees and Subcommittees which are responsible for coordinating Recruitment, Training and Development in A.E.S.

Development (see organization chart) has, among other things, developed a leave policy for related groups, similar to the one in place for meteorological technicians and has prepared recommendations for a revised introductory meteorology training course, intended for people with no meteorological background, and in particular for members of the "related groups".

A major area of interest for the subcommittee has been career development, with the emphasis on mobility among the various groups. These have now been categorized as either administrative or technical and a report has been prepared identifying the skills, training and experience required to advance within these groups. It also identifies the levels at which transfers or promotions can be made. The secretarial, clerical and administrative support, financial information and purchasing groups were studied first, since they made up the largest numbers. The subcommittee made a major recommendation: that a development program in finance, personnel and general administration be set up to allow reciprocal job rotation in the three fields. It also proposed in-house training courses for each category, development of a training schedule and distribution of the report through the Ontario Area Personnel career centre.

Although no definite decision has been made on these recommendations the subcommittee is continuing its work on career development by studying technical area advancement through the communicator, data processing and computer systems groups.

The subcommittee also wants to ensure that its recommendations reach the parent committee efficiently and on time. It aims to provide annual forecasts of staff requirements in the related groups and to update them as required. It will carry out annual reviews of training and development programs for these groups and make further recommendations.

As a means of improving the educational goals of the related groups, the subcommittee will study new educational leave and educational support plans in the light of AES policy and priorities, passing on recommendations to the parent committee. It will also review applications from related-group staff for educational leave, advising them and seeking AES support for their requests.

In general, the subcommittee will set procedures, enabling managers to set their goals and evaluate the effectiveness of training given to their staff. Lastly, it will study and make recommendations on career plans, disseminating available information throughout AES.

Over the coming months, the subcommittee plans to continue work on its career development project. Above all, however, it will seek to obtain approval for all its various recommendations. Once this has been obtained, the subcommittee plans to forge ahead with their implementation.

As part of its work on career development, the subcommittee has drawn up a number of interesting career profiles. As seen from the examples given, individuals wishing to advance in the administration (and foreign service) categories must obtain the level of knowledge required

through training and experience. They must also be flexible and self-motivated. Completion of career profiles for all remaining groups is a top priority. Meanwhile here are some examples showing career development among present and past AES personnel:



*Donna Grant*

*Mrs. Donna Grant* joined the Public Service in 1971 while living in the Hull-Ottawa area. She began as a junior clipping clerk, then shortly after became a filing clerk and an indeterminate employee with Environment Canada. In 1972 she was promoted to the Supervisor of Accounts Payable Records Office. She then won a position as statistics clerk with the Official Language Branch and was able to advance to the level of administrative officer. Finally, in 1976 she won an AS-2 position with the DOE library in Hull.

*Mrs. Grant* and her family moved to Toronto in 1977. Applying for a transfer, she was assigned to a term position with AES as executive assistant to the Director of Air Quality and Inter-Environmental Research Branch. Qualifying as an AS-3, she transferred to her current position as administrative officer, Computing and Communications Services Branch.

*Mrs. Judy Short* began her career as a secretary with AES in 1974, working in Field Services Directorate and the Training Branch. Changing to the clerical group, she won a CR3 position with Personnel. While there, *Mrs. Short* held various clerical positions such as clerk/receptionist, staff relations and training assis-



Judy Short

tant and staffing assistant. In 1980 as a CR-4 she became assistant to the coordinator of the Environmental Assessment Review Process section. She is now acting in a position as administrative officer (AS-2) for Administration Branch.



John Schneider

John Schneider joined AES in 1966 as a weather observer technician (EG). In 1969 he won a competition for a data processing operator position (DA) at the Canadian Meteorological Centre (CMC) in Dorval. Over the next six years he progressed in the DA category, and became an operations supervisor at CMC. During this time, Mr. Schneider obtained

a B.Sc. degree in Computer Science at night school. This enabled him to move in to the Computer Systems (CS) category. His job was user services, technical consultant, for the CYBER computer at CMC. In 1978, he won a competition in the Field Services Directorate (FSD) Communications Section as an AS-5. When the Communications Section was moved from FSD to the Central Services Directorate, Mr. Schneider accepted a transfer back to the CS category.

Miss Sheila Pettibone started her career with AES in 1965 as a secretary in Field Services Directorate. Progressing as a secretary, she held positions in Personnel and in Administration Branch. During her career, she took advantage of

temporary and acting assignments. For example, she was secretary to the assistant deputy minister, co-ordinator (CR-4) for Identification of Bilingual Positions within AES and head of Office Services (AS-2) Administration Branch.

After winning a position as administration officer (AS-2) for the director of Administration Branch, she completed one year of French language training. She is currently working as executive assistant (AS-3) to the director of Air Quality and Inter-Environmental Research Branch.



Ernest Greckol

Mr. Ernest Greckol who retired recently from AES, began work in the Climatology Division as a clerk, Grade 1 in 1946. He gradually advanced through the clerical ranks to become an office equipment operator, later merged with the Data Processing (DA) group. From supervisor of equipment operators, he became an administrative services officer (AS) tying in with the expansion of services following installation of computer systems. As the size and complexity of operations expanded, Mr. Greckol was eventually promoted to become computer systems administrator (CS-3). His career was a rare example of someone moving through the clerical group to a computer systems position.

By way of general observation, it should be noted that there is a natural progression from ST to CR and from CR to AS positions in the administrative category. □

The subcommittee members are interested in hearing from the people they represent. If there are any matters related to recruitment, training or career development that you would like the subcommittee to consider, we urge you to let us know.

Just to be sure that you know whether you fit in among the "related groups" here is a complete list of such groups with their identifiers:

- AS - Administrative Support
- CR - Clerical Support
- FI - Financial Information
- ST - Secretarial
- PG - Purchasing
- LS - Library Services
- GS - General Services
- GLT - General Labour and Trade
- DA - Data Processing
- BI - Biologists
- CH - Chemists
- ENG - Engineer
- PC - Physical Scientist
- CM - Communicator
- CS - Computer Systems
- TI - Technical Inspection

The names and telephone numbers of the subcommittee members all located at Downsview are as follows:

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