

**TITLE OF POSITION** Technical Specialist, Legislation Information Projects  
(Maternity Leave replacement Dec 2009 - October 2010)

**POSITION #** GE-05

**GROUP/UNIT** General Health and Safety Services

**PRIMARY PURPOSE**

Through its services and products, CCOHS advances health and safety in Canadian workplaces, and the physical and mental well being of Canadians.

The General Health and Safety Services Unit provides a comprehensive service of information and supports work-related health and safety initiatives on all areas of workplace health and safety (other than chemical safety) to improve the total health of the individual - mental, physical and psychosocial.

The Technical Specialist, Legislation Information Projects is responsible for identifying and processing documents for the Canadian enviroOSH Legislation series as well as contributing input to such projects as the OSH Works Program. The end result is an up-to-date and comprehensive legislation service to enhance the compliance of Canadian workplaces with their legislative responsibilities.

	<b><u>DUTIES</u></b>	<b><u>% OF TIME</u></b>
1.	Identifies new bills, acts, regulations, amendments and repeals for the enviroOSH Legislation collection using tools such as official gazettes. Updates the administrative database and the Monthly Update report.	30%
2.	Formats, XML tags and hot-links new documents and amendments to existing documents in preparation for building into infobases for the DVD version or converting to HTML for the Web Information Service	35%
3.	Copies and saves text from web-based official documents for processing.	5%
4.	Identifies legislation information relating to the Hazard Information Bundles used to support OSH Works and other clients.	10%
5.	Creates new legislation references documents for the service and updates existing documents.	10%
6.	Participates in other related activities such as research and development, professional development, training courses, presentations and conferences or other activities as required	5%
7.	Other related duties as required.	5%

## **NATURE AND SCOPE OF POSITION**

The position reports to the Manager, General Health and Safety Services. All CCOHS' work is planned and implemented through Working Groups under the direction of a Working Group Leader. The incumbent is a member of the Legislation Working Group. S/he works closely with the members of the working group and receives direction from the Manager and the Senior Technical Specialist, Information Projects. The material processed is used in the Canadian enviroOSH legislation series and other legislation based products.

### **Know-How**

The position requires a sound knowledge of information science and the computer applications for website and database development, as well as Internet tools and technologies as they pertain to the provision of health and safety information. The position requires a good understanding of environmental and occupational health and safety legislation in Canada. The position also requires a good knowledge of text processing software, particularly XML as well as word processing and other software programs used for conversion of data and graphics.

The position requires skill in identifying new legislation documents, including bills, acts, amendments and repeals as well as standards cited in legislation. The incumbent processes legislation, including amending acts and regulations by following the amending instructions in bills and gazettes of the various jurisdictions. Attention to detail is critical as well as the ability to follow instructions and work independently. Good writing skills are required for creating succinct and accurate summaries of amendments for the monthly update report. All work is quality assured before its release on the web/DVD.

The legislation service is updated monthly on the web and quarterly on DVD. It is critical that the incumbent be well organized to ensure that schedules are followed and that documents are available in a timely manner in the service.

The incumbent creates and maintains legislation references documents and investigates, creates and maintains packages of information relating to responsibilities under the legislation for OSH Works clients.

The incumbent works closely with other project team members in General Health and Safety Services, for the purpose of exchanging information and discussing problems. S/he may also need to contact external agencies periodically for clarification relating to new documents or amendments.

### **Problem-Solving**

A high degree of evaluation and judgment is required in monitoring and selecting new legislation for the legislation service (i.e. requires knowledge of the needs of the health/safety environmental field and legislative requirements).

Analyzing and interpreting often-complex legislative amendments, in particular, coming into force requirements, requires an understanding of legal terminology and publishing practices. Anomalies in legislation require making decisions about how to interpret and apply for the benefit of the clients and also be legally accurate.

Evaluating ongoing improvements and creating more value for the legislation service is required.

In addition to applying past practices/policies, the incumbent discusses and suggests ways to deal with complex issues and establish new policies for the service.

### **Accountability**

The incumbent is responsible for monitoring and identifying legislation to ensure new legislation and amendments are captured and included in a timely manner.

The Technical Specialist is responsible for analyzing and applying amendments accurately.

Processing amendments is done as part of a team. Work is proofed to ensure formatting and protocols are followed.

The incumbent shares responsibility with the team to ensure that the enviroOSH legislation service is comprehensive, accurate and timely to serve the needs of Canadians and reflects the high quality of services provided by CCOHS.

### **WORKING CONDITIONS**

**Physical Effort:** here is a significant amount of time spent working at the computer as well as keyboarding (typing, formatting, tagging), at least five to six hours daily. The incumbent has control over the workflow and the work is interspersed with reading and thinking.

**Physical Environment:** The employee works at a desk and/or a computer workstation with a keyboard and a mouse for the majority of the workday. The workstation and desk are ergonomically set up, with a wrist rest, mouse rest, document holder, task lamp, as required. The lighting meets standards and there are adjustable blinds on the windows as required. The building environmental controls meet general office requirements. There is some risk of RMI due to the intensity and duration of work if safe work procedures as outlined are not followed.

**Sensory attention:** Concentration is required due to a significant amount of time spent reviewing and incorporating amendments, proofreading complex technical material,

formatting and tagging. Amendments can be very complex and incorporating them requires great attention to detail and understanding of the legislative process.

**Mental Stress:** There are priorities and deadlines that need to be met on a regular basis with consequences to the quality and comprehensiveness of the service. The employee has some control over the pace of work.

### **SPECIFICATIONS**

- University degree in library or information science, or an equivalent combination of education and experience.
- Experience in working with Canadian legislation and related material is an asset.
- Meticulous attention to detail is essential.
- Sound knowledge of a variety of software products: word processing (MS Word, Word Perfect 9), and Filemaker. Experience in using Folio software and XML authoring tools is desirable.
- Demonstrated good writing skills and ability to summarize legal information.
- Experience in working and contributing in a team environment.
- Excellent interpersonal and communication skills (oral and written).
- Ability to work in both English and French is highly desirable.

### **SALARY**

- Within the range of \$55,831.00 to \$71,883.00 per annum.
- Maternity leave replacement December 2009 to October 2010.
- Location of job: Hamilton Ontario

For further information about CCOHS and the position, please see:

<http://www.ccohs.ca/products/legislation/legislation.html>

Interested applicants are asked to submit their resume to [jobs@ccohs.ca](mailto:jobs@ccohs.ca), by fax at 905-572-4419 or by mail to:

CCOHS - Human Resources  
135 Hunter Street east  
Hamilton ON L8N 1M5

DEADLINE: November 16, 2009

Quote File #GE-05SLA