

## Job Description

(For Positions in CAW Local 555, Unit 1)

*Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

JD #:	<b>JD00684</b>	Pay Grade:	<b>9</b>
JD Title:	<b>Information Technology Manager and Compliance Coordinator</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>IT</b>		

### General Description

Responsible for the development and day-to-day operation of computer system applications and services for the nuclear operations and facilities that monitor the safety of people working within the nuclear reactor, nuclear labs, and department. Ensure compliance with Canadian Nuclear Safety Commission mandated programs as it applies to information technology initiatives, and provide direction and support from an information technology systems standpoint within the department

### Representative Duties & Responsibilities

- Develop and implement specialized computer systems, system components, and software and dynamic websites used within the nuclear reactor and nuclear research organization.
- Provide user related management, business knowledge, and expertise for the development and operational support for in-house systems.
- Troubleshoot various information technology issues within the department.
- Develop, update, and maintain the department website.
- Develop various database queries.
- Translate customer business requirements into complex technical program specifications.
- Create business rules, procedures, and functional specifications for in-house developed systems.
- Develop project plans and charters for special projects.
- Develop test plans and procedures for special projects and provide analyses of project results.
- Make recommendations on the acquisition and implementation of hardware and software packages.
- Write source code in various programming languages.
- Analyze and debug complex computer code for radiation monitoring software without existing documentation.
- Analyze problematic computers and specialized hardware used in laboratories for configuration and system errors.
- Analyze problematic office servers for accounting system errors and document management system errors that are unique to the department.
- Analyze industry business standards and practices to determine best practices and procedures to be implemented in the department.
- Perform cost and benefit analyses for departmental hardware and software licensing contracts.
- Complete calculations required to determine various capacity requirements including, but not limited to, database size, and impact of expected application usage on the production service environment.
- Liaise with internal technical support, outside vendors, and external partners on all software and business systems related purchases.
- Interview users and customers to determine their business requirements.
- Provide system advice and direction to departmental colleagues.
- Provide training to individuals on current systems and new technologies.
- Review and analyze current information technology documentation from various sources.
- Process business and system requirements into detailed technical specifications
- Research older, unsupported software used in the lab environment.
- Coordinate daily tasks performed by colleagues on daily administration of accounting and network servers and systems.

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## Supervision

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- Provide direction to other in how to carry out work tasks.

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## Qualifications

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- Bachelor's degree in Computer Science, or related field.
- Requires 5 years of relevant experience.

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## Effort

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### Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
  - Intermittent periods of keyboarding to process documents, enter data into databases, and maintain accurate records.
- A typical work day consists of up to 2 hours of moderate physical effort for activities such as:
  - Moving and setting up servers, computers, and monitors.
- Elements of high physical effort are not a regular feature of this job.

### Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
  - Processing routine documents, correspondence, and forms.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Troubleshooting various information technology issues within the department.
  - Developing, updating, and maintaining the department website.
  - Providing user related management, business knowledge, and expertise for the development and operational support for in-house systems.
  - Writing source code in various programming languages.
  - Developing various database queries.
  - Translating customer business requirements into complex technical program specifications.
  - Providing system advice and direction to departmental colleagues.
  - Providing training to individuals on current systems and new technologies.
- A typical work day consists of up to 3.5 hours of high mental effort for activities such as:
  - Developing and implementing specialized computer systems, system components, and software and dynamic websites used within the nuclear reactor and nuclear research organization.

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## Working Conditions

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### Physical Environment:

- Frequently required to adopt complicated preventive measures or wear protective equipment within the reactor facility.

### Psychological Environment:

- Frequently required to deal with multiple projects and shift priorities to handle competing interests.

### Health & Safety:

- Risk to the incumbent is no higher than for the general population.

# Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	<b>JD00684</b>	Pay Grade:	<b>9</b>
JD Title:	<b>Information Technology Manager and Compliance Coordinator</b>	Total Points:	<b>559</b>
Job Family:	<b>IT</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>5.0</b>	105
	2. Breadth of Knowledge	<b>2.0</b>	13
	3. Adaptation to Change/Updating of Learning	<b>2.5</b>	17
	4. Interpersonal Skill	<b>3.0</b>	39
	5. Education and Experience	<b>E4</b>	104
	6. Dexterity and Coordination	<b>2.0</b>	12
<b>Effort</b>	7. Physical Effort	<b>1.0</b>	3
	8. Mental Effort	<b>4.0</b>	78
<b>Responsibility</b>	9. Planning and Coordination	<b>2.5</b>	37
	10. Responsibility for Others	<b>2.0</b>	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>4.0</b>	93
<b>Working Conditions</b>	12. Physical Environment	<b>2.0</b>	10
	13. Psychological Environment	<b>2.0</b>	10
	14. Health and Safety	<b>1.0</b>	5