



**CRG CONSULTING**  
*Unmatched Support to Better Decision-Making*

**CRG Consulting is listed on the following  
Supply Arrangement for:**

**Public Works & Government Services Canada  
In-Service Support Supply Arrangement Refresh  
Solicitation # E60BQ-01ISSA/E**

**Chapter 2a) – Human Resources Management**

- Ref 1.1 Human Resources Policies Specialist
- Ref 1.2 Human Resources Consultant
- Ref 1.3 Human Resources Disability and Equity Advisor
- Ref 1.4 Employee Relations Advisor
- Ref 1.6 Training and Development Advisor
- Ref 1.7 Courseware Developer
- Ref 1.8 Instructor
- Ref 1.9 Benefits Consultant
- Ref 1.10 Compensation Analyst
- Ref 1.11 Employment Manager
- Ref 1.13 Work Description Writer
- Ref 1.14 Human Resources Information System Specialist

**If you wish to speak to a representative at CRG regarding these  
standing offers please contact:**

**Elizabeth Kennedy 613-596-2910 ext. 327 or via email  
elizabethk@thecrg.com**



**PWGSC Stream No. 1**  
**Human Resources Management**

*(Solicitation # E60BQ-01ISSA/E)*

**Category 1.1 – Human Resources Policies Specialist**

**Possible Assignments:**

1. Developing, implementing and evaluating personnel and labour relations policies, programs and procedures;
2. Identifying policy need/concerns;
3. Performing comparative analysis of policies;
4. Advising managers and employees on the interpretation of personnel policies, benefit programs and collective agreements;
5. Negotiating collective agreements on behalf of employers or workers, and mediating labour disputes and grievances;
6. Researching and preparing occupational classifications, job descriptions and salary scales;
7. Administering benefit, employment equity and affirmative action programs and maintain related records systems;
8. Coordinating employee performance and appraisal programs;
9. Researching employee benefit and health and safety practices and recommending changes or modifications to existing policies.

**Category 1.2 – Human Resources Consultant**

**Possible Assignments:**

1. Providing expert advice on and/or performing analysis of the HR strategic direction and assisting in the development of HR options, aligning and integrating the HR plans with the strategic direction of the organization's business plan;
2. Participating in the development of potential HR models and, after an option has been selected, assisting in the implementation of HR requirements and a transition plan to meet HR needs;
3. Developing and implementing policies, programs and procedures regarding human resource planning, recruitment, collective bargaining, training and development, occupation classification, pay and benefit administration, performance management, employment equity and employee assistance programs;
4. Planning Human Resources in areas such as organizational development, organizational planning and design, human resources utilization, job analysis, performance planning, auditing and evaluating and forecasting;



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5. Providing expert advice on and/or participating in the establishment of electronic means for time off reporting, expenses reports, routine administrative matters;
6. Providing expert advice on and/or participating in the development of new programs for employees to retain career mobility;
7. Identifying policy need/concerns;
8. Performing comparative analysis of policies;
9. Supplying expert advice on and/or assisting in the development/provisioning of new government programs relating to:
  - demographics, trends and forecasts-HR reports on labour market trends and forecasts;
  - work description redefinition;
  - job competency/classification profiles;
  - employee relations and conflict management tools;
  - succession planning: programs for development of future managers and generic occupational groups;
  - recruitment;

## **Category 1.3 – Human Resources Disability and Equity Advisor**

### **Possible Assignments:**

1. Coordinating programs related to disability and/or equity;
2. Developing a promotion/ communications strategy plan;
3. Researching to identify positions/groups where opportunities for recruitment of persons with disabilities can be presented;
4. Identifying technical aid resources;
5. Ensuring work site accessibility is monitored;
6. Liaising with Departments/Agencies promoting Persons with Disabilities Programs, this includes providing presentations to management and employees;
7. Organizing seminars, workshops, etc.;
8. Publishing promotional and educational articles in departmental and regional newsletters;
9. Participating on various Employment Equity committees.



### **Category 1.4 – Employee Relations Advisor**

#### **Possible Assignments:**

1. Directing the employee relations function;
2. Developing employee relations policies, and ensuring consistent application of company policies and procedures;
3. Performing internal audits and taking appropriate action to correct any employee relations issues;
4. Managing dispute resolution procedures.

### **Category 1.6 – Training and Development Specialist**

#### **Possible Assignments:**

1. Assessing the training requirement of a target organization and recommending appropriate training solutions;
2. Planning, producing and administering staff or management training seminars/courses for the organization;
3. Executing programs to develop employee skills and impart organization practices and policies by utilizing various learning methods;
4. Investigating training resources for appropriate information and suggests new topics;
5. Developing, validating and/or adjusting instruction policies;
6. Identifying standards needs/concerns;
7. Performing comparative analysis of standards and developing, validating and/or adjusting standard.

### **Category 1.7 – Courseware Developer**

#### **Possible Assignments:**

1. Assessing the relevant characteristics of a target audience and/or of a setting;
2. Performing job, task and/or content analysis;
3. Developing training program materials;
4. Preparing end-users for implementation of courseware materials;
5. Evaluating instruction, program and process;
6. Selecting instructional media; · Recommending instructional strategies;
7. Developing performance measurement instruments;
8. Performing needs assessments/ analysis.



### **Category 1.8 – Instructor**

#### **Possible Assignments:**

1. Assessing the relevant characteristics of a target audience;
2. Developing, reviewing and modifying training materials;
3. Delivering courses, potentially using visual aids including computers, transparencies, videos, satellite transmissions, flip charts, wall charts, complete projection equipment and slides;
4. Evaluating instruction, program and process;
5. Communicating effectively by visual, oral and written form with individuals, small groups, and in front of large audiences;
6. Managing class time;
7. Prioritizing material and changing course directions to meet needs.

### **Category 1.9 – Benefits Consultant**

#### **Possible Assignments:**

1. Studying benefits programs and furnishes information about costs and coverage of other available plans;
2. Producing or advising benefits plans for the organization (such as health, dental, vision, disability or retirement plans);
3. Implementing benefits programs and procedures;
4. Arranging and affecting new programs with benefits vendors;
5. Overseeing programs for conformance with government regulations;
6. Training benefits clerks.

### **Category 1.10 – Compensation Analyst**

#### **Possible Assignments:**

1. Providing assistance in producing and directing the organization's compensation program;
2. Preparing and studying salary analyses for determination of employee compensation;
3. Examining predictions for market changes in salary ranges and recommending revisions to company compensation plan;
4. Developing or reviewing job descriptions and assessing appropriate compensation level;
5. Suggesting revisions to the compensation plan or procedures;
6. Participating in market salary surveys.



### **Category 1.11 – Employment Manager**

#### **Possible Assignments:**

1. Developing and implementing recruitment and employment strategies;
2. Directing recruitment, screening, interviewing, selection, and placement activities;
3. Managing employment functions and staff members;
4. Extending job offers and establishing starting salaries;
5. Arranging advertising or employment agency services;
6. Producing affirmative action or college recruiting programs.

### **Category 1.13 – Work Description Writer**

#### **Possible Assignments:**

1. Performing job, activities and responsibilities analysis;
2. Discussing with management in order to clearly define the activities and responsibilities of a specific function;
3. Reviewing current work descriptions and recommending appropriate changes;
4. Developing and updating generic and specific work descriptions.

### **Category 1.14 – Human Resources Information System Specialist**

#### **Possible Assignments:**

1. Providing expert advise on the development and implementation strategies related to Human Resources Information Systems (HRIS);
2. Examining and verifying employee information processed by automated human resources systems;
3. Compiling statistical information and preparing reports related to payroll, recruiting, position classification, compensation, training, equal opportunity employment, or affirmative action utilizing HRIS;
4. Providing assistance with HRIS network maintenance by adding or deleting users and retaining system security;
5. Troubleshooting user technical problems and providing training.