

Veterinarian – Opted out and Excluded

APS Benchmark Listings

Sub. No.	Bench- mark No.	Dept.	Working Title Job Title	Know-How				Creativity/ Problem Solving		Responsibility		Total Points
				Prof./ Cont.	Comp. Div.	H.R. Skills	Points	%	Points	Profile	Points	
Veterinarian 4 (Point Range 614 - 732)												
OO/E	525VT01	Agriculture & Forestry	Veterinary Scientist	G	I	2	350	50	175	B	175	700
Veterinarian 3 (Point Range 519 - 613)												
OO/E	524VT01	Agriculture & Forestry	Epidemiologist/ Pathologist/ Toxicologist	F+	I	2	304	43	132	C1	115	551
Veterinarian 2 (Point Range 439 - 518)												
OO/E	523VT01	Agriculture & Forestry	Surveillance Veterinarian	F	I	2	264	43	115	C2	87	466
Veterinarian 1 (Point Range 371 - 438)												
OO/E	522VT01	Agriculture & Forestry	Assistant Surveillance Veterinarian	F-	I	2	230	38	87	C2	66	383

Last Review / Update: 2016-03-11

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Opted out and Excluded Benchmark Evaluation - 525VT01

Identification Section

Working Title: Veterinary Scientist

Department: Agriculture and Forestry

**Division,
Branch/Unit:** Food Safety Division, Agri-Food Systems
Branch

Reports To: Senior Manager, Zone 1

Levels to D.M.: 5

Job Description: [525VT01](#)

MRS: See the [Minimum Recruitment Standards](#) for Veterinarian

Job Code: 525VT - Veterinarian Level 4
(See [Opted out and excluded pay plans and salary ranges](#) – Schedule 1, Part 2-A)

[Organization Chart](#)

(requires login)

Evaluation Knowledge
GI2 350
↓
Creativity/Problem Solving
50% 175
↓
Responsibility
B 175
↓
TOTAL JOB POINTS
700

Comments on Role

Expert level veterinarian scientist position responsible for guiding ministry support for agri-food surveillance programs and projects. Position combines roles of senior veterinary scientist and advisor on surveillance direction based on leading edge

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understanding of the state of the science. Position prepares and evaluates reports on programs with the ministry and partner organizations. Functions as adjunct professor teaching and supervising graduate students. The surveillance projects undertaken by this branch directly impact the agri-food business by providing information that supports market access.

Comments on Evaluation

- **Knowledge:**

- **Content:**

- **G:** Position requires a DVM plus Ph.D. in an area of specialization. Position collaborates with national and international public health, food science, veterinary science and agricultural researchers to extend the reputation of the Food Safety Branch. Establishes provincial and national standards for surveillance methodologies and programs. This requires a high level of expertise in analytical epidemiology of animal health and food safety to harmonize department strategies and programs with international standards and recommendations. Position performs the combined role of Senior Veterinary Scientist and Program Advisor utilizing expert level knowledge and strong leadership capabilities to guide senior management and develop world-class agri-food surveillance programs and projects. This combination of expert knowledge and program leadership elevate this position beyond the F+ to the guru level.

- **Complexity and Diversity:**

- **I:** Oversees world class agri-food surveillance programs and provides critical assessment of the science behind the Alberta surveillance program.

- **Human Relations Skills:**

- **2:** Advises senior management on the implications of international and local developments related to surveillance, food safety, market access and animal health.

- **Creativity/Problem Solving:**

50%: Position fits 50% creativity with its responsibility for the evolving field of surveillance. It functions within broad organization parameters leaving issue and problem identification and resolution largely up to the incumbent with the ultimate responsibility of ensuring the provincial agri-food industry has sound scientific standards.

- **Responsibility:**

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B: Position performs a combined role of specialist and advisor overseeing the provincial program while increasing knowledge in this area of science.

Last Reviewed: November, 2009



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Opted Out and Excluded Benchmark Job Description - 525VT01

Identification Section

Working Title:	Veterinary Scientist
Department:	Agriculture and Forestry
Division, Branch/Unit:	Food Safety Division, Agri-Food Systems Branch
Reports To:	Senior Manager, Zone 1
Levels to D.M.:	5

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

This is an expert level position that combines strong leadership capabilities with the ability to guide senior management and develop and direct world-class agri-food surveillance programs and projects. This position combines the roles of Senior Veterinary Scientist and Advisor on surveillance direction, based on leading edge understanding of the state of the science. The position supports the evaluation of and planning for surveillance initiatives through preparing and evaluating reports on programs within Alberta Agriculture and Rural Development (ARD) and partner organizations. The incumbent collaborates with academic institutions as an adjunct professor, teaching courses and supervising graduate students. The position requires a high degree of self-direction and motivation, with the ability to carry out higher "risk" projects on the cutting edge of agri-food surveillance.

Responsibilities and Activities

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(Each end-result/responsibility shows what the job is accountable for, within what framework and what the added value is.)

1. **Collaborate with national and international public health, food science, veterinary science and agricultural researchers in government and academia to extend the reputation of the Food Safety Branch.**

Activities:

Develops and maintains surveillance partnerships, nationally and internationally, with government, university and private industry scientists to coordinate and foster interdisciplinary and inter-agency surveillance projects.

Promotes and coordinates sabbaticals within branch for international scholars.

Conducts seminars and training sessions for colleagues, partners, private industry, commodity organizations, livestock associations, universities and colleges.

Serves on multi-agency committees and boards, with a focus on surveillance needs and development.

Builds working relationships that contribute to the development of credible methods to address problem areas in the field of surveillance.

Seeks out collaborators in public health, veterinary medicine, food science and ecology to establish leading edge projects that address gaps in surveillance methodology or means to advance the science.

Writes scientific reports and papers for peer-reviewed national and international journals and workshops that advance scientific knowledge.

Plays a lead role in national and international surveillance related to animal health and food safety issues.

2. **Establish provincial and national standards for surveillance methodologies and programs.**

Activities:

Maintains continuous expertise in analytical epidemiology of animal health and food safety to harmonize Agri-Food Surveillance and Food Safety Division strategies and programs with international standards and recommendations.

Reviews pertinent literature to remain current with the latest technological developments.

Consults with the Chief Provincial Veterinarian and upper levels of ministry management to make decisions with regard to the scientific validity of proposed programs within ARD or those of other jurisdictions.

Takes the initiative to develop innovative new methods and standards that extend surveillance results.

Identifies and fills gaps in surveillance methodology and policy.

Collaborates to develop credible methods to address problem areas.

Adopts non-traditional approaches to problems and opportunities in food safety and animal health and develop innovative solutions to problems that may have been poorly defined.

Designs, implements, manages, analyzes and disseminates results from targeted and passive surveillance projects within the Branch.

Uses knowledge to study, evaluate and assess surveillance needs, form hypotheses and develop integrated standards for surveillance programs.

Critiques programs and projects developed within AFSS and FSD.

Provides and seeks advanced scientific guidance to develop nationally and internationally acceptable standards of excellence for surveillance.

Applies knowledge and expertise at the completion of projects to develop new theories and knowledge, reach conclusions, draw inferences and develop policies and standards to improve the process.

3. Advise senior management on the implications of international and local developments related to surveillance, food safety, market access and animal health.

Activities:

Works with the upper levels of ministry management and the Chief Provincial Veterinarian to make decisions with regard to the scientific validity of proposed programs and actions of the department, trade partners and competitors.

Attends and participate in provincial, national and international gatherings of a scientific or industry-related nature.

Facilitates, coordinates and participates on surveillance and professional teams that support department, division and program objectives.

Coordinates and integrates surveillance activities of different sectors and disciplines in animal health and food safety, targeting surveillance projects but including risk assessment and policy.

Presents findings to management through print and electronic media.

Arranges meetings to discuss harmonized standards for passive data capture, analysis and reporting at national and international levels.

Provides science-based guidance on ministerial policies.

Collects information from Veterinary Scientists, review project progress, set surveillance objectives, write and submit annual project reports.

Prepares and submits reports on progress and findings of collaborative projects for stakeholders, industry partners, management and funding agencies to evaluate progress and plan new projects.

Provides final reports that summarize surveillance results, conclusions and recommendations, using print and electronic media.

4. Develops and directs world-class agri-food surveillance programs.

Activities:

Conducts international scans and analysis of trends in animal health and food safety surveillance to remain current with developments in science and methodology.

Initiates collaborative agreements and other contracts for surveillance.

Seeks out collaborators within other jurisdictions and university-based scientists in public health, veterinary medicine, food science and ecology to establish leading edge projects.

Sets surveillance priorities and strategic surveillance initiatives.

Anticipates future surveillance needs and trends.

Extends the development and conduct of scientifically valid surveillance projects.

Applies advanced scientific training to develop and establish new benchmarks for surveillance processes.

Develops new scientific knowledge and innovative technologies that have practical application.

Collaborates to develop new methodology to fill recognized gaps in surveillance activities.

Identifies and addresses both the problem and the solution.

Identifies, recognizes, and assesses surveillance needs and opportunities, define objectives and bring together multi-disciplinary teams to design and develop surveillance projects.

Disseminates surveillance results widely.

Incorporate organizational skills, leadership capabilities, project and program development skills and scientific knowledge to organize and develop integrated projects that utilize the best surveillance design and methodology.

Supervises and coordinates the surveillance activities of program personnel in consultation with partners.

Provides input to an annual budget for salaries, equipment and operating expenses to ensure the continuity of ongoing surveillance.

Pursues and secures program funding through the preparation and submittal of proposals and grant applications to funding agencies.

Manages budget expenditures within specific programs.

5. Act as a resource for Veterinary Scientists, professionals and managers within Alberta Agriculture and Rural Development to advise on program and project design, direction and interpretation of existing information.

Activities:

Advises other Veterinary Scientists on planning and priorities in order to increase the efficiency and quality of scientific information.

Responds to communication from industry-related peers and public enquiries about animal health, food safety and surveillance activities.

Provides scientific and technical expertise in the development of manuals and industry-related information.

Acts as a resource person, providing guidance to other scientists.

Reviews and edits scientific papers and research proposals.

Contributes to the update of information on the department's Web internet site.

Develops, presents and publishes reliable information on targeted animal health and food safety surveillance projects.

Oversees preparation of fact sheets, extension reports, press releases and articles to communicate and update surveillance project results and recommendations.

Shares information about new, advanced epidemiological techniques and tools to improve expertise and scientific standards of project members.

Teaches courses at the graduate level and supervises graduate students, both on and off site.

Assigns and monitors work, assesses performance and provides coaching to project personnel.

Identifies and recommends training and development needs for project personnel.

Conducts seminars to update personnel on new and evolving surveillance techniques and methodology.

6. Provide critical assessment of the science behind Alberta's surveillance programs.**Activities:**

Reviews pertinent literature to remain current with the most recent technological developments.

Critiques, appraises and contributes to surveillance programs within the department.

Utilizes knowledge and expertise at the completion of projects to develop new theories and knowledge, reach conclusions, draw inferences and assess the overall surveillance system.

Analyzes and disseminates results from targeted and passive surveillance projects within the Branch.

Responds to communication from industry-related peers and public enquiries about animal health, food safety and surveillance activities.

Reviews and edits scientific papers and research proposals.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

The position of Veterinary Scientist:

Develops and implements animal health and food safety surveillance and monitoring systems to produce reliable animal health and food safety information for the livestock industry and the general public in Alberta.

Changes roles to act as project leader, senior scientist, co-researcher or policy advisor, as need dictates.

Identifies surveillance needs, develops hypotheses, designs complex programs and manages large multi-disciplinary projects.

Provides expertise and scientific support for other areas of the provincial government and the general public.

Coordinates multi-disciplinary surveillance with Veterinary scientists in a variety of disciplines.

Integrates scientific knowledge with an understanding of scientific surveillance design and analysis as well as an appreciation of industry concerns.

Communicates and promotes the goals, achievements and results of the Food Safety Division to stakeholders locally, nationally and internationally.

Identifies emerging animal health and food safety issues for the Province through the analysis of diagnostic disease information.

Contributes to risk assessments, associated with the importation of animals and animal products, to provide scientifically-based risk information.

Maintains continuous expertise in analytical epidemiology to harmonize Agri-Food Surveillance and Food Safety Division strategies and programs in animal health and food safety with international standards and recommendations.

Participates in Division committees to improve collaboration between branches within the Division.

The Surveillance Programs:

Impacts the Alberta agri-food industry through the provision of information that supports market access.

Spans the Province and include partners from the federal government, other provincial government divisions, private sector and academia.

Provides scientific support to other segments of the provincial government.

Coordinates several projects at once that range in size from single-site surveillance projects to multi-year, multi-site projects that involve industry partners.

Incorporates teaching and technology transfer projects that vary widely in complexity and size.

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Affects stakeholders, such as the commodity associations (Alberta Pork Producers, Alberta Milk Producers, Canadian Cattle Association), the Alberta Veterinary Medical Association, private veterinary diagnostic laboratories and the public.

Knowledge, Skills and Abilities

(Diplomas, degrees and the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others. Specific training if it is an occupational certification/registration required for the job.)

Doctor of Veterinary Medicine plus Ph.D. in an area of specialization.

Extensive directly related experience combined with a proven research track record.

Expert level of knowledge in area of specialization, with proven ability to critique methodology and theoretical components of said discipline.

Extensive knowledge of analytical epidemiology and biostatistics.

Basic understanding of animal health production and management.

Proven record of agri-food surveillance work.

Computer skills in word processing, spreadsheets, statistical software, Internet, World Wide Web and electronic mail.

Exceptional knowledge of project management techniques.

Ability to assess the scientific validity of proposed or existing agri-food programs.

Ability to investigate and assess new paradigms for issues, such as anti-microbial resistance.

Ability to develop new methodologies in the area of agri-food surveillance.

Demonstrates ability to plan, design, develop and interpret animal health and food safety epidemiological studies.

Demonstrated ability to perform statistical analysis, interpret data, support information with accurate graphs, tables and figures.

Ability to combine leadership with guidance to senior management with the ministry and world class project and program development.

Ability to provide leadership to diverse, multi-disciplinary teams.

Strong organizational, planning and motivational skills.

Team player with strong interpersonal skills.

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Excellent written and verbal communication skills, with a proven ability to communicate highly technical information effectively to lay people.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Supervision Exercised

(List position numbers, class titles, and working titles of positions directly supervised.)

N/A

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Last Review / Update: 2016-03-11

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Classification: Public

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Opted out and Excluded Benchmark Evaluation - 524VT01

Identification Section

Working Title:	Epidemiologist/Pathologist/Toxicologist
Department:	Agriculture and Forestry
Division, Branch/Unit:	Food Safety Division, Agri-Food Systems Branch
Reports To:	Senior Manager, Zone 1
Levels to D.M.:	5
Job Description:	524VT01
MRS:	See the Minimum Recruitment Standards for Veterinarian
Job Code:	525VT - Veterinarian Level 4 (See Opted out and excluded pay plans and salary ranges – Schedule 1, Part 2-A)
Organization Chart (requires login)	

Evaluation Knowledge
F+I2 304
↓
Creativity/Problem Solving
43% 132
↓
Responsibility
C1 115
↓
TOTAL JOB POINTS
551

Comments on Role

Advanced level veterinarian scientist position responsible for coordinating and conducting leading edge scientifically sound surveillance and applied monitoring programs. Recognized leader in surveillance, with responsibility for developing new long-term knowledge in the field. The surveillance projects undertaken by this branch directly impact the agri-food business by providing information that supports market access.

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Comments on Evaluation

- **Knowledge:**

- **Content:**

- **F+:** Position requires a DVM plus an advanced degree in the area of veterinary medicine associated with livestock, specialized knowledge in pathology, epidemiology, or toxicology along with a strong understanding of the agri-food industry in the province and the broader international requirements. In addition, the position requires significant project management skills and knowledge to train other DVM's. Position is rated an F+ versus an F in recognition of both the breadth of knowledge the position must have in understanding the agri-food industry as well as surveillance programs and principles nationally and internationally, coupled with the depth of specialized knowledge the position must hold in one of the three areas of pathology, epidemiology or toxicology.

- **Complexity and Diversity:**

- **I:** Role involves incorporating the findings of multiple projects into broad based studies.

- **Human Relations Skills:**

- **2:** Key to the success of the position is its ability to partner with public and private sector stakeholders to extend and integrate the Alberta surveillance programs. Position also completes peer reviews ensuring scientific standards are met.

- **Creativity/Problem Solving:**

43%: Position fits 43% with the non-conforming problems (surveillance projects) requiring analytical interpretative thinking with multiple solutions implied. A strategic perspective is required to successfully capture the resources required to conduct project base surveillance projects. Overall goal is known, the job holder uses professional judgment to achieve outcomes.

- **Responsibility:**

C1: Position contains strong element of applied research and analysis coupled with responsibility for strong consultation with various parties and project leadership. This combination is best rated at C1.

Last Reviewed: November, 2009

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Opted Out and Excluded Benchmark Job Description - 524VT01

Identification Section

Working Title:	Epidemiologist/Pathologist/Toxicologist
Department:	Agriculture and Forestry
Division, Branch/Unit:	Food Safety Division, Agri-Food Systems Branch
Reports To:	Senior Manager, Zone 1
Levels to D.M.:	5

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

This is an advanced level job that coordinates and conducts leading edge scientifically sound surveillance and applied monitoring programs focusing on Epidemiology, Pathology or Toxicology within the mandate of animal health and food safety. The job identifies emerging issues in all aspects of surveillance. The position functions with a high degree of self-direction and motivation. The job combines scientific expertise, project management and team leadership. The job produces scientifically valid and accurate animal health and food safety information for stakeholders and clients. The position has a technology transfer component which includes conferences, lectures, workshops, seminars, meetings, books, technological and scientific reports, fact sheets and Internet, to communicate surveillance findings.

Responsibilities and Activities

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(Each end-result/responsibility shows what the job is accountable for, within what framework and what the added value is.)

- 1. Achieve recognition as a leader in surveillance by establishing long-term, scientifically rigorous programs that incorporate multiple projects, client input and international trade demands in support of food safety in Alberta.**

Activities:

Compiles, analyzes and interprets periodic and targeted data to promptly and accurately identify emerging surveillance priorities and opportunities.

Provides leadership to initiate, design, write and submit scientifically valid, multi-disciplinary research proposals to obtain industry support and funding.

Plans, designs and implements targeted projects that will provide continuous assessments of issues that impact animal health and food safety in Alberta.

Leads teams that conduct and participate in surveillance studies, including data gathering, analysis and interpretation.

Presents surveillance findings to other Veterinary scientists, researchers, related industries and the public.

Publishes reports and scientific articles in peer-reviewed scientific publications.

Uses technology transfer vehicles to improve the competitiveness and sustainability of Alberta agri-food products.

Provides progress reports on a regular basis to senior management and partners.

- 2. Develop new knowledge through long-term surveillance and applied programs that focus on agri-food surveillance results.**

Activities:

Analyzes, summarizes and interprets data to produce articles for scientific papers in peer-related journals and reference manuals.

Coordinates the writing and updating of technical transfer articles, such as fact sheets.

Presents surveillance findings to other Veterinary Scientists, industry peers and personnel as well as the general public.

Provides scientific and technical expertise in the development of manuals and industry-related information.

Conducts seminars to update personnel on new and evolving surveillance findings.

Responds to inquiries from industry, and the general public about animal health, food safety and surveillance activities.

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Reviews and edits scientific reports, papers and research funding proposals.

Develops and expands effective communication and presentation skills.

3. Partner with public and private sector stakeholders to extend and integrate Alberta surveillance programs.

Activities:

Facilitates, coordinates, leads or participates on teams that support department, division, program and project objectives.

Promotes interaction with government and private groups to determine industry needs that address competitiveness, sustainability and diversity.

Attends and participates in provincial, national and international conferences, seminars and workshops.

Attends stakeholders' meetings to promote and share information on surveillance programs.

Coordinates and integrates surveillance activities of multi-disciplinary teams in animal health and food safety, targeting surveillance and applied monitoring projects.

Presents findings at national and international conferences as well as at provincial seminars, workshops and meetings.

Publishes scientific articles and surveillance information in peer-reviewed journals, and oversees the publication of fact sheets in industry magazines and newsletters, as well as on the website.

Plans and organizes scientific conferences, workshops and meetings.

4. Evaluate, select and maintain expertise in surveillance and analytical epidemiology methods.

Activities:

Reviews surveillance and applied research projects developed by other scientists to ensure scientific standards are met.

Contributes to continual evaluation of scientific standards for project design.

Trains, advises and assists staff in basic concepts of surveillance study design and disease causation principles.

Shares information about new, advanced epidemiological techniques and tools to improve expertise and scientific standards of project teams.

Provides expert advice on risk assessments associated with the import of any given commodity to Alberta.

Collects, monitors and analyzes data and ongoing communication with private sector veterinarians, private labs and livestock industries to predict disease and food safety trends.

Partners with the Canadian Food Inspection Agency (CFIA) to identify new diseases and to collaborate in matters that relate to disease control.

Networks with producer, industry and veterinary groups to remain aware of emerging concerns and to build partnerships for future surveillance.

Maintains an awareness of the status of animal health in Alberta's livestock populations.

5. Accept responsibility for effective management of economic and human resources within surveillance programs.

Activities:

Prepares budgets that will conduct surveillance within funding guidelines.

Initiates, plans, prepares and implements multi-project plans.

Works with other Veterinary Scientists to coordinate programs and projects.

Tracks progress of multiple projects and monitor project spending to ensure surveillance objectives are met within government and funding guidelines.

Provides leadership of human resources to ensure timely completion of projects and to deal with multi-faceted surveillance problems.

Manages internal and external funds and personnel to ensure projects are completed within the mandate of the AFSS branch and priorities of funding agencies.

Implements changes in human, fiscal and material resources, as required, to complete each project successfully.

Advises senior management and other Veterinary Scientists on planning and priorities in order to increase the program efficiency and quality of scientific information.

Develops, presents and publishes reliable information on targeted animal health and food safety surveillance projects in a timely manner.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

The position of Epidemiologist/Pathologist/Toxicologist:

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Develops and implements animal health and food safety surveillance and monitoring systems to produce reliable animal health and food safety information for the livestock industry and the general public in Alberta.

Provides expertise and scientific support for other areas of the provincial government and the general public.

Conducts leading edge agri-food surveillance with partners in a variety of disciplines.

Encompasses a broad and diverse scope of animal health and food safety issues.

Changes roles to act as project leader, senior scientist, or co-researcher as need dictates.

Demands a thorough understanding of livestock disease that has the potential to impact human health.

Integrates scientific knowledge with an understanding of scientific surveillance design and analysis as well as an appreciation of industry concerns.

Combines scientific program design, information gathering and analysis, direct communication, leadership ability, writing, training and networking in one role.

Interacts with other Veterinary Scientists, front line personnel, industry-related professionals, livestock producers and associations, scientists and the general public.

The Surveillance Programs:

Impacts the Alberta agri-food industry by providing information that supports market access.

Spans the province and includes partners from the federal government, other provincial government divisions, private sector and academia.

Provides scientific support to other segments of the provincial government.

Coordinates several projects at once that range in size from single-site surveillance projects to multi-year, multi-site projects that involve industry partners.

Incorporates teaching and technology transfer projects that vary widely in complexity and size.

Affects stakeholders, such as the commodity associations (Alberta Pork Producers, Alberta Milk Producers, Canadian Cattlemen's Association), the Alberta Veterinary Medical Association, private veterinary diagnostic laboratories and the public.

Knowledge, Skills and Abilities

(Diplomas, degrees and the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed

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for direct interaction with others. Specific training if it is an occupational certification/registration required for the job.)

Doctor of Veterinary Medicine plus Ph.D. in an area of specialization, such as epidemiology, pathology or toxicology, or Masters of Science, Masters of Veterinary Science, Specialty Board Certification.

Considerable directly related experience combined with a proven research track record.

Proven ability to integrate personal area of specialization with other, related scientific disciplines.

Advanced knowledge of animal health and food safety issues.

Thorough knowledge of scientific principles for research planning and evaluation.

Working knowledge of the agriculture industry and familiarity with various commodity groups.

Training or experience in team leadership, project management and facilitation.

Ability to identify emerging surveillance issues.

Systems approach to problem-solving.

Ability to guide teams to a consensus decision.

Ability to apply specialized knowledge to define surveillance problems and to develop novel approaches to solving them.

Demonstrated ability to write project proposals and prepare realistic budgets.

Strong computer skills.

Very strong interpersonal and written communication skills.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Supervision Exercised

(List position numbers, class titles, and working titles of positions directly supervised.)

N/A

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Opted out and Excluded Benchmark Evaluation - 523VT01

Identification Section

Working Title: Surveillance Veterinarian

Department: Agriculture and Forestry

Division, Branch/Unit: Food Safety Division, Agri-Food Systems Branch

Reports To: Senior Manager, Zone 1

Levels to D.M.: 5

Job Description: [523VT01](#)

MRS: See the [Minimum Recruitment Standards](#) for Veterinarian

Job Code: 525VT - Veterinarian Level 4
(See [Opted out and excluded pay plans and salary ranges](#) – Schedule 1, Part 2-A)

[Organization Chart](#)

(requires login)

Evaluation Knowledge
FI2 264
↓
Creativity/Problem Solving
43% 115
↓
Responsibility
C2 87
↓
TOTAL JOB POINTS
466

Comments on Role

Working level veterinarian scientist position responsible for designing, and implementing surveillance projects. Activities include planning, preparing, conducting, and publishing project results, providing leadership to technical and administrative staff, and supporting the broader veterinary science field through projects associated with organizational goals. The

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surveillance projects undertaken by this branch directly impact the agri-food business by providing information that supports market access.

Comments on Evaluation

- **Knowledge:**

- **Content:**

- **F:** Position requires a DVM plus a master's degree in the area of veterinary medicine associated with livestock, herd medicine, livestock production systems along with familiarity with the agri-food industry in order to oversee and participate in surveillance projects. Knowledge of surveillance principles, animal health as it relates to food safety and supervision of staff is also required.

- **Complexity and Diversity:**

- **I:** This job designs and implements surveillance projects that meets the ongoing needs of the surveillance program as a whole. This requires knowledge of how their projects relate to others within the Food Safety Division.

- **Human Relations Skills:**

- **2:** The position has full supervisory responsibilities for technical staff and is responsible for coordinating staff in the collection and processing of samples. Job is responsible for communicating surveillance findings to industry to address competitiveness and sustainability issues.

- **Creativity/Problem Solving:**

43%: Position designs and develops surveillance projects based on specific sector issues requiring unique research strategies within scientific principles. Position is expected to identify, define and resolve problems that are non-conforming and do not have clear precedent. This level of problem solving skills is not encompassed within the 38% rating.

- **Responsibility:**

C2: Develops parameters for applied research and analysis of surveillance projects.

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Opted Out and Excluded Benchmark Job Description - 523VT01

Identification Section

Working Title:	Surveillance Veterinarian
Department:	Agriculture and Forestry
Division, Branch/Unit:	Food Safety Division, Agri-Food Systems Branch
Reports To:	Senior Manager, Zone 1
Levels to D.M.:	5

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

This is a full-working level job that performs under the leadership of a more senior Veterinary Scientist to coordinate individual projects. Within the mandate of the Agri-Food surveillance Systems Branch, the job designs and implements surveillance projects that meet the needs of ongoing surveillance programs. The job has full supervisory responsibilities. Coordinates technical staff in the collection and processing of samples and provides input to management on arising issues that may impact either the project or veterinary science. The job communicates surveillance findings using workshops, seminars, meetings, reports, fact sheets and the Internet.

Responsibilities and Activities

(Each end-result/responsibility shows what the job is accountable for, within what framework and what the added value is.)

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1. Designs and implements scientifically rigorous projects that support ongoing programs and the mandate of the Agri-Food Surveillance Systems Branch.

Activities:

Helps to develop surveillance priorities through ongoing consultation with Veterinary Scientists and industry groups.

Plans, designs and implements targeted projects that support program, branch and departmental mandates.

Conducts and participates in surveillance studies, including data gathering, analysis and interpretation.

Presents surveillance findings to veterinary groups, researchers, related industries and the public.

Publishes reports and scientific articles in peer-reviewed scientific publications.

Provides progress reports on a regular basis to senior management, stakeholders and partners.

2. Directs technical staff in the collection and processing of samples for surveillance projects.

Activities:

Delegates assignments, follows up to ensure collections are gathered and processed accurately and completely.

Provides leadership of human resources to ensure timely completion of projects and to deal with potential problems.

Advises technical staff of planning and priorities in order to increase the efficiency and quality of project results.

Coaches and mentors members of technical staff and supervises their activities, including providing input to performance management.

Leads by example.

3. Partners with other ARD staff to coordinate project timelines and manpower requirements that meet the needs of the overall department.

Activities:

Interacts with government and industry groups to determine industry needs that address competitiveness and sustainability.

Coordinates surveillance projects between different sectors and disciplines in animal health and food safety.

Plans and organizes project meetings and workshops.

Organizes and participates in professional and surveillance groups that support project objectives.

Confers with other project coordinators and management to establish project timelines that ensure the most efficient use of human and material resources.

Makes recommendation on internal and external funding for the project, including travel, supplies and seasonal staffing.

Contributes to business and work planning for the project.

4. Provides input on veterinary science related issues to management, ensuring a team effort where all members maintain an active voice.

Activities:

Compiles, analyzes and interprets periodic and targeted data to identify emerging opportunities and priorities.

Provides day to day leadership to technical and administrative staff.

Acts as a liaison between industry organizations and management.

Initiates, designs, writes and submits scientifically valid project plans to senior management.

Communicates results of surveillance studies, including data gathering and analysis to management.

Writes and presents technical transfer vehicles to communicate input pertaining to veterinary science.

Organizes and participates in team project and program meetings.

5. Communicates the results of surveillance projects to provide information to Alberta industry and other stakeholders.

Activities:

Analyzes, summarizes and interprets data to produce and publish reliable articles for scientific papers in peer-related journals and reference manuals.

Writes and updates technology transfer materials, such as fact sheets.

Presents surveillance findings to veterinary groups, the general public and industry peers through the Internet, newsletters, trade publications and seminars.

Responds to inquiries from industry-related peers and the public concerning animal health, food safety and surveillance activities.

Acts as a liaison between industry and government related to a specific project.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

The position of Surveillance Veterinarian:

Implements animal health and food safety surveillance and monitoring systems to produce reliable animal health and food safety information for the livestock industry and the general public in Alberta.

Represents the professional level where incumbents have accumulated several years of directly related experience.

Acts as a first line supervisor.

Performs within a relatively narrow scope as project coordinator under the leadership of a more senior Veterinary Scientist.

Coordinates surveillance projects with partners in a variety of disciplines.

Collaborates with other scientists and researchers to develop project timelines and manpower requirements.

The Surveillance Programs:

Impacts the Alberta agri-food industry by providing information that supports market access.

Spans the province and includes partners from the federal government, other provincial government divisions, private sector and academia.

Provides scientific support to other segments of the provincial government.

Coordinates several projects at once that range in size from single-site surveillance projects to multi-year, multi-site projects that involve industry partners.

Incorporates teaching and technology transfer projects that vary widely in complexity and size.

Affects stakeholders, such as the commodity associations (Alberta Pork Producers, Alberta Milk Producers, Canadian Cattlemen's Association), the Alberta Veterinary Medical Association, private veterinary diagnostic laboratories and the public.

Enhances consumer confidence in the safety of Alberta agri-food products.

Knowledge, Skills and Abilities

(Diplomas, degrees and the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed

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for direct interaction with others. Specific training if it is an occupational certification/registration required for the job.)

Doctor of Veterinary Medicine (DVM).

Several years experience working in a field related to large animal medicine OR a Masters of Science or Masters of Veterinary Science in an area of specialization.

Thorough knowledge of the principles of veterinary medicine.

Applied knowledge in diagnosis, herd medicine and client communication.

General understanding of livestock production systems that may be targeted to one species or commodity.

Familiarity with the agri-food industry and associated trade issues, international trade requirements, federal and provincial policies on animal health and food safety.

Awareness of surveillance principles.

Ability to apply specialized knowledge to surveillance on known animal health or food safety issues of concern, including means of communication with stakeholders and partners.

Ability to facilitate meetings.

Demonstrated ability to develop project plans and lead project planning meetings.

Excellent interpersonal and written communication skills.

Team player with leadership ability.

Strong computer skills and the ability to use word processing and spreadsheet packages.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Supervision Exercised

(List position numbers, class titles, and working titles of positions directly supervised.)

N/A

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Last Review / Update: 2016-03-11

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Opted out and Excluded Benchmark Evaluation - 522VT01

Identification Section

Working Title: Assistant Surveillance Veterinarian

Department: Agriculture and Forestry

Division, Branch/Unit: Food Safety Division, Agri-Food Systems Branch

Reports To: Senior Manager, Zone 1

Levels to D.M.: 5

Job Description: [522VT01](#)

MRS: See the [Minimum Recruitment Standards](#) for Veterinarian

Job Code: 525VT - Veterinarian Level 4
(See [Opted out and excluded pay plans and salary ranges](#) – Schedule 1, Part 2-A)

[Organization Chart](#)
(requires login)

Evaluation Knowledge
F-I2 230
↓
Creativity/Problem Solving
38% 87
↓
Responsibility
C2 66
↓
TOTAL JOB POINTS
383

Comments on Role

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This is an entry-level job that works under close supervision of a senior Veterinary Scientist to complete assigned tasks. The job collects, collates and enters data for the surveillance project. The job communicates the findings to team members and stakeholders through scientific reports and meetings. Prepares presentation materials and articles for print.

Comments on Evaluation

- **Knowledge:**

- **Content:**

- **F-:** Position requires a DVM and must be eligible for membership with the Alberta Veterinary Medicine Association. An understanding of surveillance principles and animal health as it relates to food safety and supervision of staff is also required. Position works under the direction of a Senior Veterinary Scientist.

- **Complexity and Diversity:**

- **I:** Position needs an understanding of how its work relates to the work of other veterinarians in the area.

- **Human Relations Skills:**

- **2:** Positions must work in partnership with senior veterinarians and with public and private sector stakeholders to extend information about Alberta surveillance programs.

- **Creativity/Problem Solving:**

38%: Under the direction of a senior veterinarian, the position designs and develops surveillance projects based on specific sector issues requiring unique strategies within scientific principles. Position is not seen to be a 43% because the solutions it is seeking can be found within a known body of knowledge/scientific principles. Furthermore the position is not expected to identify, define and resolve problems that are non-conforming.

- **Responsibility:**

C2: Develops parameters for applied research and analysis of surveillance projects.

Last Reviewed: November, 2009

Last Review / Update: 2016-03-11

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Opted Out and Excluded Benchmark Job Description - 522VT01

Identification Section

Working Title:	Assistant Surveillance Veterinarian
Department:	Agriculture and Forestry
Division, Branch/Unit:	Food Safety Division, Agri-Food Systems Branch
Reports To:	Senior Manager, Zone 1
Levels to D.M.:	5

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

This is an entry-level job that works under close supervision of a senior Veterinary Scientist to complete assigned tasks. The job collects, collates and enters data for the surveillance project. The job communicates the findings to team members and stakeholders through scientific reports and meetings. Prepares presentation materials and articles for print.

Responsibilities and Activities

(Each end-result/responsibility shows what the job is accountable for, within what framework and what the added value is.)

- Under the direction of a senior Veterinary Scientist, applies veterinary skills to complete assigned tasks that contribute to the overall surveillance project or program.**

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Activities:

Participates in multi-disciplinary surveillance projects.

Conducts surveillance and applied monitoring programs, as directed.

Provides input into projects and the business planning process.

2. **Provides leadership to technical and administrative staff, in daily and project-oriented tasks, to ensure the standards of the surveillance project are met.**

Activities:

Directs administrative support staff in data entry and other duties related to projects.

Leads work plan development for projects.

Directs technical staff working on specific project activities.

3. **Collects, collates and enters data for surveillance projects, focusing on accurate, complete information that can be used confidently by other Veterinary Scientists.**

Activities:

Collects and evaluates data from assigned surveillance projects.

Identifies and researches any discrepancies in data.

Enters information from the surveillance project into database.

Verifies that data and project work are accurate, reliable and complete.

4. **Packages and transfers surveillance findings to stakeholders and team members.**

Activities:

Works closely with technical, administrative support and Veterinary Scientists in producing information packages.

Communicates effectively with partners in surveillance, within specific parameters.

Creates presentation materials.

Packages information and surveillance findings from scientific literature, meetings and projects for transfer to stakeholders.

Presents scientific information to lay people.

Writes articles for fact sheets and other government publications.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

The position of Assistant Surveillance Veterinarian:

Represents an internship or entry-level position.

Receives direction from senior Veterinary Scientists.

Performs within a narrow scope.

Has basically one area of specialty - data collection.

Provides some input into the project.

Most contact is made within the department and has limited impact externally.

Internally, the position is responsible for the reliability of the surveillance data, which must be accurate to provide realistic findings.

The Surveillance Programs:

Impacts the Alberta agri-food industry by providing information that supports market access.

Spans the province and includes partners from the federal government, AAFRD, private sector and academia.

Provides scientific support to other segments of the provincial government.

Coordinates several projects at once that range in size from single-site surveillance projects to multi-year, multi-site projects that involve industry partners.

Incorporates teaching and technology transfer projects that vary widely in complexity and size.

Affects stakeholders, such as the commodity associations (Alberta Pork Producers, Alberta Milk Producers, Canadian Cattlemen's Association), the Alberta Veterinary Medical Association, private veterinary diagnostic laboratories and the public.

Knowledge, Skills and Abilities

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(Diplomas, degrees and the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others. Specific training if it is an occupational certification/registration required for the job.)

Doctor of Veterinary Medicine (DVM).

Basic knowledge of the principles of veterinary medicine.

Basic understanding of livestock production systems.

Awareness of the agri-food industry and associated trade issues.

Ability to work effectively as a team lead and as a team member.

Strong written and oral communication skills.

Ability to present highly scientific material to a varied audience.

Strong computer skills and the ability to use word processing and spreadsheet packages.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Supervision Exercised

(List position numbers, class titles, and working titles of positions directly supervised.)

N/A

 Alberta Government

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