

Administration

APS Minimum Recruitment Standards

Subsidiary Agreement: 002

Effective Date: February 13, 2023

Stream Definition:

Administration work primarily involves senior administrative services where the administration is integral to the efficient operation of program delivery, or represents the highest level of administering program services. These positions are typically viewed as administrative professionals. For those positions with the requirement for technical knowledge of a subject area, i.e., program specialists; the knowledge is applied in administering the program operation.

Minimum Recruitment Standards: Administration 1, Administration 2

Classification	Minimum Recruitment Standards	Equivalency
Administration 1 Class #: 021AN	One-year certificate in a related field plus two years related experience; or equivalent as described.	Directly related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience.
Administration 2 Class #: 022AN	Two-year diploma in a related field plus five years progressively responsible related experience; or equivalent as described.	Directly related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience.

Last Review / Update: 2023-02-13

Classification: Public