

**POSITION COMPETENCY PROFILE
(CORE COMPETENCIES)**

| | POSITION | SALARY GRADE | Demonstrating Commitment | Upholding Integrity | Demonstrating Gender Responsiveness | Delivering Excellent Service |
|----|--|---------------------|---------------------------------|----------------------------|--|-------------------------------------|
| | SECOND LEVEL POSITIONS | | | | | |
| 1 | P.G. Department Head | 26 | 4 | 4 | 3 | 4 |
| 2 | P.G. Assist. Department Head | 24 | 4 | 4 | 3 | 4 |
| 3 | Dentist IV | 23 | 4 | 3 | 3 | 3 |
| 4 | Medical Officer IV | 23 | 4 | 3 | 3 | 3 |
| 5 | Provincial Warden | 22 | 4 | 3 | 3 | 3 |
| 6 | Internal Auditor IV | 22 | 4 | 3 | 3 | 3 |
| 7 | Information Technology Officer II | 22 | 4 | 3 | 3 | 3 |
| 8 | Community Affairs Officer IV | 22 | 4 | 3 | 3 | 3 |
| 9 | Supervising Administrative Officer (HRMO IV) | 22 | 4 | 3 | 3 | 3 |
| 10 | Supervising Tourism Operations Officer | 22 | 4 | 3 | 3 | 3 |
| 11 | Sports Development Officer IV | 22 | 4 | 3 | 3 | 3 |
| 12 | Development Management Officer IV | 22 | 4 | 3 | 3 | 3 |
| 13 | Supervising Administrative Officer | 22 | 4 | 3 | 3 | 3 |
| 14 | Supervising Administrative Officer (IO IV) | 22 | 4 | 3 | 3 | 3 |
| 15 | Supervising Administrative Officer (SO IV) | 22 | 4 | 3 | 3 | 3 |
| 16 | Supervising Administrative Officer (Cashier IV) | 22 | 4 | 3 | 3 | 3 |
| 17 | Supervising Administrative Officer (Accountant IV) | 22 | 4 | 3 | 3 | 3 |
| 18 | Supervising Administrative Officer (Fiscal Exam. IV) | 22 | 4 | 3 | 3 | 3 |
| 19 | Planning Officer IV | 22 | 4 | 3 | 3 | 3 |
| 20 | Project Development Officer IV | 22 | 4 | 3 | 3 | 3 |
| 21 | Project Evaluation Officer IV | 22 | 4 | 3 | 3 | 3 |
| 22 | Engineer IV | 22 | 4 | 3 | 3 | 3 |
| 23 | Supervising Administrative Officer (BO IV) | 22 | 4 | 3 | 3 | 3 |
| 24 | Local Revenue Collection Officer IV | 22 | 4 | 3 | 3 | 3 |
| 25 | Local Assessment Operations Officer IV | 22 | 4 | 3 | 3 | 3 |
| 26 | Population Program Officer IV | 22 | 4 | 3 | 3 | 3 |
| 27 | Social Welfare Officer IV | 22 | 4 | 3 | 3 | 3 |
| 28 | Superising Agriculturist | 22 | 4 | 3 | 3 | 3 |
| 29 | Veterinarian IV | 22 | 4 | 3 | 3 | 3 |
| 30 | Supervising Environmental Management Specialist | 22 | 4 | 3 | 3 | 3 |
| 31 | Local Legislative Staff Officer V | 22 | 4 | 3 | 3 | 3 |
| 32 | Local Treasury Operations Officer IV | 22 | 4 | 3 | 3 | 3 |
| 33 | Tax Mapper IV | 22 | 4 | 3 | 3 | 3 |
| 34 | Medical Officer III | 21 | 4 | 3 | 3 | 3 |
| 35 | Dentist III (PHO) | 20 | 4 | 3 | 3 | 3 |
| 36 | Engineer III | 19 | 4 | 3 | 3 | 3 |
| 37 | Architect III | 19 | 4 | 3 | 3 | 3 |
| 38 | Veterinarian III | 19 | 4 | 3 | 3 | 3 |
| 39 | Nurse IV (Chief Nurse) | 19 | 4 | 3 | 3 | 3 |
| 40 | Local Legislative Staff Officer IV | 19 | 4 | 3 | 3 | 3 |
| 41 | Information System Analyst III | 19 | 4 | 3 | 3 | 3 |
| 42 | Administrative Officer V | 18 | 4 | 3 | 3 | 3 |
| 43 | Internal Auditor III | 18 | 4 | 3 | 3 | 3 |

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|----|--|----|---|---|---|---|
| 44 | Assistant Provincial Warden | 18 | 4 | 3 | 3 | 3 |
| 45 | Computer Programmer III | 18 | 4 | 3 | 3 | 3 |
| 46 | Senior Tourism Operations Officer | 18 | 4 | 3 | 3 | 3 |
| 47 | Development Management Officer III | 18 | 4 | 3 | 3 | 3 |
| 48 | Administrative Officer V (HRMO III) | 18 | 4 | 3 | 3 | 3 |
| 49 | Statistician III | 18 | 4 | 3 | 3 | 3 |
| 50 | Planning Officer III | 18 | 4 | 3 | 3 | 3 |
| 51 | Project Evaluation Officer III | 18 | 4 | 3 | 3 | 3 |
| 52 | Senior Cooperatives Development Specialist | 18 | 4 | 3 | 3 | 3 |
| 53 | Administrative Officer V (SO III) | 18 | 4 | 3 | 3 | 3 |
| 54 | Administrative Officer V (RO III) | 18 | 4 | 3 | 3 | 3 |
| 55 | Administrative Officer V (BO III) | 18 | 4 | 3 | 3 | 3 |
| 56 | Administrative Officer V (FE III) | 18 | 4 | 3 | 3 | 3 |
| 57 | Administrative Officer V (IO III) | 18 | 4 | 3 | 3 | 3 |
| 58 | Local Treasury Operations Officer III | 18 | 4 | 3 | 3 | 3 |
| 59 | Administrative Officer V (Cashier III) | 18 | 4 | 3 | 3 | 3 |
| 60 | Tax Mapper III | 18 | 4 | 3 | 3 | 3 |
| 61 | Local Assessment Operations Officer III | 18 | 4 | 3 | 3 | 3 |
| 62 | Local Revenue Collection Officer III | 18 | 4 | 3 | 3 | 3 |
| 63 | Community Affairs Officer III | 18 | 4 | 3 | 3 | 3 |
| 64 | Social Welfare Officer III | 18 | 4 | 3 | 3 | 3 |
| 65 | Senior Agriculturist | 18 | 4 | 3 | 3 | 3 |
| 66 | Medical Technologist III (BB) | 18 | 4 | 3 | 3 | 3 |
| 67 | Computer Maintenance Technologist III | 18 | 4 | 3 | 3 | 3 |
| 68 | Senior Environmental Mgt. Specialist | 18 | 4 | 3 | 3 | 3 |
| 69 | Engineer III | 18 | 4 | 3 | 3 | 3 |
| 70 | Dentist II | 17 | 4 | 3 | 3 | 3 |
| 71 | Nurse III | 17 | 4 | 3 | 3 | 3 |
| 72 | Engineer II | 16 | 4 | 3 | 3 | 3 |
| 73 | Architect II | 16 | 4 | 3 | 3 | 3 |
| 74 | Accountant II | 16 | 4 | 3 | 3 | 3 |
| 75 | Local Legislative Staff Officer III | 16 | 4 | 3 | 3 | 3 |
| 76 | Nutritionist Dietitian II | 15 | 4 | 3 | 3 | 3 |
| 77 | Pharmacist II | 15 | 4 | 3 | 3 | 3 |
| 78 | Nurse II | 15 | 4 | 3 | 3 | 3 |
| 79 | Administrative Officer IV (PEO) | 15 | 4 | 3 | 3 | 3 |
| 80 | Security Officer II | 15 | 4 | 3 | 3 | 3 |
| 81 | Information Officer II | 15 | 4 | 3 | 3 | 3 |
| 82 | Medical Technologist II | 15 | 4 | 3 | 3 | 3 |
| 83 | Social Worker II | 14 | 4 | 3 | 3 | 3 |
| 84 | Food Service Supervisor | 14 | 4 | 3 | 3 | 3 |
| 85 | Administrative Officer III | 14 | 4 | 3 | 3 | 3 |
| 86 | Engineer I | 12 | 4 | 3 | 3 | 3 |
| 87 | Architect I | 12 | 4 | 3 | 3 | 3 |
| 88 | Administrative Assistant VI | 12 | 4 | 3 | 3 | 3 |
| 89 | Construction and Maintenance General Foreman | 11 | 4 | 3 | 3 | 3 |
| 90 | Cashier II | 11 | 4 | 3 | 3 | 3 |
| 91 | Administrative Officer I | 10 | 4 | 3 | 3 | 3 |

FIRST LEVEL POSITIONS

| | | | | | | |
|-----|--|----|---|---|---|---|
| 92 | MIDWIFE IV | 15 | 4 | 2 | 2 | 2 |
| 93 | SENIOR ADMINISTRATIVE ASSISTANT III | 15 | 4 | 2 | 2 | 2 |
| 94 | SENIOR ADMINISTRATIVE ASSISTANT II (Computer Operator IV) | 14 | 4 | 2 | 2 | 2 |
| 95 | SANITATION INSPECTOR IV | 13 | 4 | 2 | 2 | 2 |
| 96 | SENIOR ADMINISTRATIVE ASSISTANT I (Communications Equipment Operator V) | 13 | 4 | 2 | 2 | 2 |
| 97 | SENIOR ADMINISTRATIVE ASSISTANT I (Data Controller IV) | 13 | 4 | 2 | 2 | 2 |
| 98 | SENIOR ADMINISTRATIVE ASSISTANT I (Stenographic Reporter IV) | 13 | 4 | 2 | 2 | 2 |
| 99 | ADMINISTRATIVE ASSISTANT VI | 12 | 4 | 2 | 2 | 2 |
| 100 | ADMINISTRATIVE ASSISTANT VI (Computer Operator III) | 12 | 4 | 2 | 2 | 2 |
| 101 | ADMINISTRATIVE ASSISTANT V | 11 | 4 | 2 | 2 | 2 |
| 102 | ADMINISTRATIVE ASSISTANT V (Stenographic Reporter III) | 11 | 4 | 2 | 2 | 2 |
| 103 | ADMINISTRATIVE ASSISTANT V (Electrician General Foreman) | 11 | 4 | 2 | 2 | 2 |
| 104 | ADMINISTRATIVE ASSISTANT V (Artist-Illustrator III) | 11 | 4 | 2 | 2 | 2 |
| 105 | AUTOMOTIVE EQUIPMENT INSPECTOR II | 11 | 4 | 2 | 2 | 2 |
| 106 | CONSTRUCTION AND MAINTENANCE GENERAL FOREMAN | 11 | 4 | 2 | 2 | 2 |
| 107 | MIDWIFE II | 11 | 4 | 2 | 2 | 2 |
| 108 | MIDWIFE II | 11 | 4 | 2 | 2 | 2 |
| 109 | ADMINISTRATIVE ASSISTANT IV (Photographer III) | 10 | 4 | 2 | 2 | 2 |
| 110 | LABORATORY INSPECTOR II | 10 | 4 | 2 | 2 | 2 |
| 111 | PRISON GUARD III | 10 | 4 | 2 | 2 | 2 |
| 112 | SECURITY AGENT II | 10 | 4 | 2 | 2 | 2 |
| 113 | ADMINISTRATIVE ASSISTANT III | 9 | 4 | 2 | 2 | 2 |
| 114 | ADMINISTRATIVE ASSISTANT III (Communications Equipment Operator III) | 9 | 4 | 2 | 2 | 2 |
| 115 | ADMINISTRATIVE ASSISTANT III (Computer Operator II) | 9 | 4 | 2 | 2 | 2 |
| 116 | ADMINISTRATIVE ASSISTANT III (Communications Equipment Operator III) | 9 | 4 | 2 | 2 | 2 |

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| 117 | ADMINISTRATIVE ASSISTANT III (Mechanic III) | 9 | 4 | 2 | 2 | 2 |
| 118 | ADMINISTRATIVE ASSISTANT III (Secretary II) | 9 | 4 | 2 | 2 | 2 |
| 119 | ADMINISTRATIVE ASSISTANT III (Stenographic Reporter II) | 9 | 4 | 2 | 2 | 2 |
| 120 | ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper) | 9 | 4 | 2 | 2 | 2 |
| 121 | ADMINISTRATIVE ASSISTANT III (Buyer III) | 9 | 4 | 2 | 2 | 2 |
| 122 | ASSESSMENT CLERK III | 9 | 4 | 2 | 2 | 2 |
| 123 | MACHINIST III | 9 | 4 | 2 | 2 | 2 |
| 124 | REVENUE COLLECTION CLERK III | 9 | 4 | 2 | 2 | 2 |
| 125 | ADMINISTRATIVE ASSISTANT II | 8 | 4 | 2 | 2 | 2 |
| 126 | ADMINISTRATIVE ASSISTANT II (Electronics and Communications Equipment Technician II) | 8 | 4 | 2 | 2 | 2 |
| 127 | ADMINISTRATIVE ASSISTANT II (Human Resource Mangement Assistant) | 8 | 4 | 2 | 2 | 2 |
| 128 | ADMINISTRATIVE ASSISTANT II (Cash Clerk III) | 8 | 4 | 2 | 2 | 2 |
| 129 | ADMINISTRATIVE ASSISTANT II (Clerk IV) | 8 | 4 | 2 | 2 | 2 |
| 130 | ADMINISTRATIVE ASSISTANT II (Disbursing Officer II) | 8 | 4 | 2 | 2 | 2 |
| 131 | ADMINISTRATIVE ASSISTANT II (Fiscal Clerk III) | 8 | 4 | 2 | 2 | 2 |
| 132 | ADMINISTRATIVE ASSISTANT II (Budgeting Assistant) | 8 | 4 | 2 | 2 | 2 |
| 133 | ADMINISTRATIVE ASSISTANT II (Bookkeeper I) | 8 | 4 | 2 | 2 | 2 |
| 134 | CONSTRUCTION AND MAINTENANCE FOREMAN | 8 | 4 | 2 | 2 | 2 |
| 135 | DRAFTSMAN II | 8 | 4 | 2 | 2 | 2 |
| 136 | ENGINEERING ASSISTANT | 8 | 4 | 2 | 2 | 2 |
| 137 | FOOD-DRUG INSPECTOR | 8 | 4 | 2 | 2 | 2 |
| 138 | INTERNAL AUDITING ASSISTANT | 8 | 4 | 2 | 2 | 2 |
| 139 | LABORATORY TECHNICIAN II | 8 | 4 | 2 | 2 | 2 |
| 140 | SANITATION INSPECTOR II | 8 | 4 | 2 | 2 | 2 |
| 141 | SOCIAL WELFARE ASSISTANT | 8 | 4 | 2 | 2 | 2 |

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| 142 | SPECIAL AGENT I | 8 | 4 | 2 | 2 | 2 |
| 143 | ADMINISTRATIVE ASSISTANT I (Reproduction Machine Operator III) | 7 | 4 | 2 | 2 | 2 |
| 144 | ADMINISTRATIVE ASSISTANT I (Bookbinder III) | 7 | 4 | 2 | 2 | 2 |
| 145 | ADMINISTRATIVE ASSISTANT I (Audio-Visual Equipment Operator III) | 7 | 4 | 2 | 2 | 2 |
| 146 | ADMINISTRATIVE ASSISTANT I (Computer Operator I) | 7 | 4 | 2 | 2 | 2 |
| 147 | ADMINISTRATIVE ASSISTANT I (Secretary I) | 7 | 4 | 2 | 2 | 2 |
| 148 | COMMUNITY DEVELOPMENT ASSISTANT I | 7 | 4 | 2 | 2 | 2 |
| 149 | POPULATION PROGRAM WORKER II | 7 | 4 | 2 | 2 | 2 |
| 150 | PRISON GUARD II | 7 | 4 | 2 | 2 | 2 |
| 151 | TOURISM OPERATIONS ASSISTANT | 7 | 4 | 2 | 2 | 2 |
| 152 | ADMINISTRATIVE AIDE VI | 6 | 4 | 2 | 2 | 2 |
| 153 | ADMINISTRATIVE AIDE VI (Clerk III) | 6 | 4 | 2 | 2 | 2 |
| 154 | ADMINISTRATIVE AIDE VI (Accounting Clerk II) | 6 | 4 | 2 | 2 | 2 |
| 155 | ADMINISTRATIVE AIDE VI (Artist-Illustrator I) | 6 | 4 | 2 | 2 | 2 |
| 156 | ADMINISTRATIVE AIDE VI (Mechanic II) | 6 | 4 | 2 | 2 | 2 |
| 157 | ADMINISTRATIVE AIDE VI (Storekeeper II) | 6 | 4 | 2 | 2 | 2 |
| 158 | ADMINISTRATIVE AIDE VI (Storekeeper II) | 6 | 4 | 2 | 2 | 2 |
| 159 | ADMINISTRATIVE AIDE VI (Data Controller I) | 6 | 4 | 2 | 2 | 2 |
| 160 | ADMINISTRATIVE AIDE VI (Stenographer II) | 6 | 4 | 2 | 2 | 2 |
| 161 | ADMINISTRATIVE AIDE VI (Fiscal Clerk II) | 6 | 4 | 2 | 2 | 2 |
| 162 | ADMINISTRATIVE AIDE VI (Electrician II) | 6 | 4 | 2 | 2 | 2 |
| 163 | ADMINISTRATIVE AIDE VI (Electrician II) | 6 | 4 | 2 | 2 | 2 |
| 164 | ADMINISTRATIVE AIDE VI (Cash Clerk II) | 6 | 4 | 2 | 2 | 2 |
| 165 | ASSESSMENT CLERK II | 6 | 4 | 2 | 2 | 2 |
| 166 | DRAFTSMAN I | 6 | 4 | 2 | 2 | 2 |

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| 167 | FARM FOREMAN | 6 | 4 | 2 | 2 | 2 |
| 168 | NURSING ATTENDANT II | 6 | 4 | 2 | 2 | 2 |
| 169 | WELDER II | 6 | 4 | 2 | 2 | 2 |
| 170 | ADMINISTRATIVE AIDE V (Photographer I) | 5 | 4 | 2 | 2 | 2 |
| 171 | ADMINISTRATIVE AIDE V (Audio-Visual Equipment Operator II) | 5 | 4 | 2 | 2 | 2 |
| 172 | ADMINISTRATIVE AIDE V (Illustrator II) | 5 | 4 | 2 | 2 | 2 |
| 173 | ADMINISTRATIVE AIDE V (Carpenter II) | 5 | 4 | 2 | 2 | 2 |
| 174 | ADMINISTRATIVE AIDE V (Painter II) | 5 | 4 | 2 | 2 | 2 |
| 175 | ADMINISTRATIVE AIDE V (Plumber II) | 5 | 4 | 2 | 2 | 2 |
| 176 | ADMINISTRATIVE AIDE V (Plumber II) | 5 | 4 | 2 | 2 | 2 |
| 177 | COOK II | 5 | 4 | 2 | 2 | 2 |
| 178 | PRISON GUARD I | 5 | 4 | 2 | 2 | 2 |
| 179 | PROCESS SERVER | 5 | 4 | 2 | 2 | 2 |
| 180 | SECURITY GUARD II | 5 | 4 | 2 | 2 | 2 |
| 181 | ADMINISTRATIVE AIDE IV | 4 | 4 | 2 | 2 | 2 |
| 182 | ADMINISTRATIVE AIDE IV (Clerk II) | 4 | 4 | 2 | 2 | 2 |
| 183 | ADMINISTRATIVE AIDE IV (Communications Equipment Operator I) | 4 | 4 | 2 | 2 | 2 |
| 184 | ADMINISTRATIVE AIDE IV (Driver II) | 4 | 4 | 2 | 2 | 2 |
| 185 | ADMINISTRATIVE AIDE IV (Fiscal Clerk I) | 4 | 4 | 2 | 2 | 2 |
| 186 | ADMINISTRATIVE AIDE IV (Human Resource Mangement Aide) | 4 | 4 | 2 | 2 | 2 |
| 187 | ADMINISTRATIVE AIDE IV (Mechanic I) | 4 | 4 | 2 | 2 | 2 |
| 188 | DENTAL AIDE | 4 | 4 | 2 | 2 | 2 |
| 189 | HEAVY EQUIPMENT OPERATOR I | 4 | 4 | 2 | 2 | 2 |
| 190 | LABORATORY AIDE II | 4 | 4 | 2 | 2 | 2 |
| 191 | LOCAL LEGISLATIVE STAFF EMPLOYEE II | 4 | 4 | 2 | 2 | 2 |

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| 192 | NURSING ATTENDANT I | 4 | 4 | 2 | 2 | 2 |
| 193 | ADMINISTRATIVE AIDE III | 3 | 4 | 2 | 2 | 2 |
| 194 | ADMINISTRATIVE AIDE III (Driver I) | 3 | 4 | 2 | 2 | 2 |
| 195 | ADMINISTRATIVE AIDE III (Utility Worker II) | 3 | 4 | 2 | 2 | 2 |
| 196 | ADMINISTRATIVE AIDE III (Carpenter I) | 3 | 4 | 2 | 2 | 2 |
| 197 | ADMINISTRATIVE AIDE III (Clerk I) | 3 | 4 | 2 | 2 | 2 |
| 198 | ADMINISTRATIVE AIDE III (Laborer II) | 3 | 4 | 2 | 2 | 2 |
| 199 | COOK I | 3 | 4 | 2 | 2 | 2 |
| 200 | LAUNDRY WORKER II | 3 | 4 | 2 | 2 | 2 |
| 201 | SECURITY GUARD I | 3 | 4 | 2 | 2 | 2 |
| 202 | ADMINISTRATIVE AIDE II (Reproduction Machine Operator I) | 2 | 4 | 2 | 2 | 2 |
| 203 | ADMINISTRATIVE AIDE II (Messenger) | 2 | 4 | 2 | 2 | 2 |
| 204 | LIGHT EQUIPMENT OPERATOR I | 2 | 4 | 2 | 2 | 2 |
| 205 | ADMINISTRATIVE AIDE I (Crafts and Trades Helper) | 1 | 4 | 2 | 2 | 2 |
| 206 | ADMINISTRATIVE AIDE I (Utility Worker I) | 1 | 4 | 2 | 2 | 2 |
| 207 | ADMINISTRATIVE AIDE I | 1 | 4 | 2 | 2 | 2 |