

# Job Skills Profile

JSP

Position:  
 Business Area:  
 Date Revised:

## A Alberta Public Service Competencies

Column 1 IMPORTANCE LEVEL L = Low M = Medium H = High Importance

Column 2 PROFICIENCY LEVEL 1 = Basic 2 = Intermediate 3 = Comprehensive 4 = Expert

Organizational Awareness		
Organizational Commitment		
Strategic Thinking		
Communication		
Client Focus		
Relationship Building		
Teamwork		
Service Facilitation		
Leadership		
Innovation		
Results Orientation		
Self Management		
Impact and Influence		
Resource Management		

## B RDB Technical Skills

Column 1 IMPORTANCE LEVEL L = Low M = Medium H = High Importance N/A = Not Applicable

Column 2 PROFICIENCY 0 = Not Applicable 1 = Awareness 2 = Basic 3 = Intermediate 4 = Comprehensive 5 = Expert

<b>Applied Knowledge</b>	Vegetation Inventory Classification		
	Ecological Landscape Classification		
	Applied Ecological Studies		
	Aerial Photography		
	Digital Imagery Sensors		
	Land Use/Land Cover Classification		
	GIS		
	Access/ Facilities Features		
	DEM		
	Geo-Administrative Areas		
	Hydrography Features		
	Photogrammetry		
	Cartography		
	Land Surveying		
	Spatial Information Systems		

Column 1 **IMPORTANCE LEVEL** L = Low M = Medium H = High Importance N/A = Not Applicable

Column 2 **PROFICIENCY** 0 = Not Applicable 1 = Awareness 2 = Basic 3 = Intermediate 4 = Comprehensive 5 = Expert

**Technical Skills**

**Field Data Collection**

Soil Identification		
Plant Identification		
Field Logistics		
Field Data Recording		

**Image Acquisition and Classification**

Image Acquisition		
Ortho Image Construction		
Visual Interpretation and Classification		
Digital Image Analysis and Classification		

**Data Capture and Conversion**

Digitize Features and Capture Attributes		
Digital Format Conversion		
Condition and Load Data		

**Production and Distribution**

Map Composition		
Air Photo Reproduction		
Distribution		

**Scientific Analysis and Research**

Experimental Design		
Statistical Analysis		
Spatial Analysis		
Scientific Modelling		

**IT/IM Skills**

Application Frameworks: Business Analysis		
Application Frameworks: System Analysis		
Application Frameworks: Spatial Analysis		
Operational Support		
Database Administration		
Infrastructure		

Column 1 **IMPORTANCE LEVEL** L = Low M = Medium H = High Importance N/A = Not Applicable

Column 2 **PROFICIENCY** 0 = Not Applicable 1 = Awareness 2 = Basic 3 = Intermediate 4 = Comprehensive 5 = Expert

**Business Skills**

Client Business		
Contract Management		
Digital and Hardcopy File Management		
Financial Administration		
Financial Management		
Formal Presentations		
Metadata Management		
Planning		
Process Management		
Project Management		
Records Management		
Revenue Administration		
Time Management/ Organization		
Writing		

Column 1 **IMPORTANCE LEVEL** L = Low M = Medium H = High Importance N/A = Not Applicable

Column 2 **PROFICIENCY** 0 = Not Applicable 1 = Awareness 2 = Basic 3 = Intermediate 4 = Comprehensive 5 = Expert

**Software Tools**

**Office Automation**

MS Word		
MS Excel		
MS Outlook		
MS PowerPoint		
Quicken		
IMAGIS		
Project Management Tools		

**Core Business Applications**

Arc View		
Arc Info		
MicroStation		
SCOP		
PCI		
ER Mapper		
ERDAS		
ENVI		
Adobe Acrobat		
Corel		
Photoshop		
Map Publisher		
MS Access		
ORACLE		
SDE		

**Custom Business Applications**

MetaXpress		
ESIS		
APRS		

**Programming & Database Software**

AML		
PLSQL		
AVENUE		
C/MDL Programming		
AXL		
SDE C-API		
Visual Basic		
JAVA		
HTML		
Cold Fusion		



# Personal Skills Gap Analysis

JSP

PSP

Name:

Position:

Business Area:

Date Revised:

## A Alberta Public Service Competencies

SKILLS GAP

Column 1 IMPORTANCE LEVEL L = Low M = Medium H = High Importance

Column 2 PROFICIENCY LEVEL 0 = Minimal 1 = Basic 2 = Intermediate 3 = Comprehensive 4 = Expert

Organizational Awareness				0
Organizational Commitment				0
Strategic Thinking				0
Communication				0
Client Focus				0
Relationship Building				0
Teamwork				0
Service Facilitation				0
Leadership				0
Innovation				0
Results Orientation				0
Self Management				0
Impact and Influence				0
Resource Management				0

## B RDB Technical Skills

Column 1 IMPORTANCE LEVEL L = Low M = Medium H = High Importance N/A = Not Applicable

Column 2 PROFICIENCY 0 = Not Applicable 1 = Awareness 2 = Basic 3 = Intermediate 4 = Comprehensive 5 = Expert

Vegetation Inventory Classification				0
Ecological Landscape Classification				0
Applied Ecological Studies				0
Aerial Photography				0
Digital Imagery Sensors				0
Land Use/Land Cover Classification				0
GIS				0
Access/ Facilities Features				0
DEM				0
Geo-Administrative Areas				0
Hydrography Features				0
Photogrammetry				0
Cartography				0
Land Surveying				0
Spatial Information Systems				0

Column 1 **IMPORTANCE LEVEL** L = Low M = Medium H = High Importance N/A = Not Applicable

Column 2 **PROFICIENCY** 0 = Not Applicable 1 = Awareness 2 = Basic 3 = Intermediate 4 = Comprehensive 5 = Expert

**Field Data Collection**

Soil Identification				0
Plant Identification				0
Field Logistics				0
Field Data Recording				0

**Image Acquisition and Classification**

Image Acquisition				0
Ortho Image Construction				0
Visual Interpretation and Classification				0
Digital Image Analysis and Classification				0

**Data Capture and Conversion**

Digitize Features and Capture Attributes				0
Digital Format Conversion				0
Condition and Load Data				0

**Production and Distribution**

Map Composition				0
Air Photo Reproduction				0
Distribution				0

**Scientific Analysis and Research**

Experimental Design				0
Statistical Analysis				0
Spatial Analysis				0
Scientific Modelling				0

**IT/IM Skills**

Application Frameworks: Business Analysis				0
Application Frameworks: System Analysis				0
Application Frameworks: Spatial Analysis				0
Operational Support				0
Database Administration				0
Infrastructure				0

Column 1 **IMPORTANCE LEVEL** L = Low M = Medium H = High Importance N/A = Not Applicable

Column 2 **PROFICIENCY** 0 = Not Applicable 1 = Awareness 2 = Basic 3 = Intermediate 4 = Comprehensive 5 = Expert

Client Business				0
Contract Management				
Digital and Hardcopy File Management				0
Financial Administration				0
Financial Management				0
Formal Presentations				0
Metadata Management				0
Planning				0
Process Management				0
Project Management				0
Records Management				0
Revenue Administration				0
Time Management/ Organization				0
Writing				0

**Technical Skills**

**Business Skills**

Column 1 **IMPORTANCE LEVEL** L = Low M = Medium H = High Importance N/A = Not Applicable

Column 2 **PROFICIENCY** 0 = Not Applicable 1 = Awareness 2 = Basic 3 = Intermediate 4 = Comprehensive 5 = Expert

**Office Automation**

MS Word				0
MS Excel				0
MS Outlook				0
MS PowerPoint				0
Quicken				0
IMAGIS				0
Project Management Tools				0

**Core Business Applications**

Arc View				0
Arc Info				0
MicroStation				0
SCOP				0
PCI				0
ER Mapper				0
ERDAS				0
ENVI				0
Adobe Acrobat				0
Corel				0
Photoshop				0
Map Publisher				0
MS Access				0
ORACLE				0
SDE				0

**Software Tools**

**Custom Business Applications**

MetaXpress				0
ESIS				0
APRS				0

**Programming & Database Software**

AML				0
PLSQL				0
AVENUE				0
C/MDL Programming				0
AXL				0
SDE C-API				0
Visual Basic				0
JAVA				0
HTML				0
Cold Fusion				0

## C Health & Safety Training Requirements

Column 1 **REQUIREMENT RATING** Y = Required N = Not Applicable S = Situational

Column 2 **CERTIFICATION** indicates certification requirement

				Gap
OH&S Orientation Office				
OH&S Orientation Office - Update				
OH&S Legislation				
Due Diligence				
Ergonomics				
Defensive Driving				
WHMIS				
Hazard Assessment / Risk Analysis				
Accident/Incident Reporting and Investigation				
Worksite Inspection				
Joint Worksite Health and Safety Committee				
Managing OH&S Responsibilities for Contracted Work				
First Aid				
OH&S Orientation Field				
OH&S Orientation Field - Refresher				
Wilderness Survival				
Two-Way Radio				
Wildlife Encounters				
Remote Location Work Orientation				
H2S Awareness				
Four Wheel Drive				
Winch Operation				
Rotary Aircraft Orientation				
Fixed Wing Orientation				
ATV Certification				
Loading and Towing Trailers				
Transportation of Dangerous Goods				
Snowmobile Certification				
Boat Operation Certification				
Chainsaw Operation Certification				
Wildfire Orientation				



## RDB Technical Skills Map – March 21, 2002

<b>Skills</b>		<b>Behaviours</b>				
		<b>Level 1 'Awareness'</b>	<b>Level 2 'Basic'</b>	<b>Level 3 'Intermediate'</b>	<b>Level 4 'Comprehensive'</b>	<b>Level 5 'Expert'</b>
<b>Applied Knowledge</b>	<b>Vegetation Inventory Classification</b>	<ul style="list-style-type: none"> <li>aware of what this is and how it might be applied in the work</li> <li>no proficiency required</li> </ul>	<ul style="list-style-type: none"> <li>demonstrates basic knowledge of key terms and principles</li> <li>able to apply specifications, policies and procedures</li> <li>identifies and reports basic problems</li> <li>receives instruction</li> </ul>	<ul style="list-style-type: none"> <li>demonstrates broad, conceptual knowledge of terminology, principles</li> <li>able to compare and interpret specifications, policies and procedures</li> <li>resolves basic problems and identifies and reports complex problems</li> <li>works independently under general guidance</li> </ul>	<ul style="list-style-type: none"> <li>demonstrates extensive knowledge of subject matter and awareness of emerging trends</li> <li>assists in defining and integrating specifications, policies and procedures</li> <li>resolves complex problems and identifies opportunities for continuous improvement</li> <li>able to coach/mentor others in subject matter</li> </ul>	<ul style="list-style-type: none"> <li>considered an expert in the subject area</li> <li>defines specifications, policies and procedures</li> <li>evaluates innovative solutions for continuous improvement</li> <li>may teach or oversee formal training</li> </ul>
	<b>Ecological Landscape Classification</b>	<ul style="list-style-type: none"> <li>aware of what this is and how it might be applied in the work</li> <li>no proficiency required</li> </ul>	<ul style="list-style-type: none"> <li>demonstrates basic knowledge of ecological landscape classification systems</li> <li>able to apply basic knowledge to describe landscape relationships</li> <li>applies one basic classification system</li> <li>identifies and reports basic problems, such as anomalies and situations where the classification system may not be applicable</li> <li>works under supervision</li> </ul>	<ul style="list-style-type: none"> <li>demonstrates broad, conceptual knowledge of ecological landscape classification systems</li> <li>able to apply broad knowledge to a specific ecological landscape classification project</li> <li>able to compare and interpret different ecological landscape classifications; derives basic model of soil / landform and vegetation relationships</li> <li>resolves basic problems and identifies and reports complex problems with classification systems</li> <li>carries out ecological projects independently</li> </ul>	<ul style="list-style-type: none"> <li>demonstrates extensive knowledge of ecological landscape classification systems and is aware of emerging trends</li> <li>assists in refining various ecological landscape classifications; creates customized applications for specific projects</li> <li>able to develop a more complex / comprehensive integrated model of landscape components (including climate for example)</li> <li>resolves complex problems and identifies opportunities for continuous improvement; applies new developments in ecology</li> <li>leads ecological projects</li> </ul>	<ul style="list-style-type: none"> <li>considered an expert in ecological landscape classification systems</li> <li>defines standards, advances understanding of ecological relationships</li> <li>builds complex integrated models of landscapes through analysis of multiple components</li> <li>evaluates innovative solutions for continuous improvement; researches and develops new classification systems</li> <li>teaches concepts and techniques of conducting ecological projects; publishes scientific papers</li> </ul>
	<b>Applied Ecological Studies</b>	<ul style="list-style-type: none"> <li>aware of what this is and how it might be applied</li> <li>no proficiency required</li> </ul>	<ul style="list-style-type: none"> <li>demonstrates basic knowledge of ecosystem functioning</li> <li>assists with preparation of study design and sampling protocols under supervision</li> <li>functions as a field assistant to senior ecologist during data collection</li> <li>collects and summarizes relevant background information</li> </ul>	<ul style="list-style-type: none"> <li>demonstrates increasing knowledge of ecosystem dynamics with respect to major exogenous and endogenous disturbance factors</li> <li>prepares study designs and establishes sampling protocols with minimum supervision</li> <li>understands basic modeling concepts and has a general understanding of key models used to simulate ecosystem dynamics</li> <li>able to conduct basic field surveys with minimum supervision</li> </ul>	<ul style="list-style-type: none"> <li>demonstrates extensive knowledge of ecosystem dynamics and how disturbance factors interact to influence one or more ecosystem components and their functioning</li> <li>prepares study designs and sampling protocols for complex studies with input from recognized experts where required</li> <li>using available and project data, can develop a simple model to simulate ecosystem dynamics of the components under investigation</li> <li>organizes and manages complex, often multidisciplinary, field surveys</li> </ul>	<ul style="list-style-type: none"> <li>conducts research to further understanding of ecosystem dynamics and functioning and publishes results in recognized scientific journals.</li> <li>acts as a consultant at all phases of a study</li> <li>uses advanced concepts to develop tractable models that can be used to effectively address resource management issues</li> </ul>

	Skills	Level 1 'Awareness'	Level 2 'Basic'	Level 3 'Intermediate'	Level 4 'Comprehensive'	Level 5 'Expert'
<b>Applied Knowledge</b>	<b>Aerial Photography</b>	<ul style="list-style-type: none"> <li>• aware of what this is and how it might be applied</li> <li>• no proficiency required</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates basic knowledge of key terms, principles materials and tools, such as film types, NTS map system and scale, cameras and lenses</li> <li>• demonstrates basic understanding of specifications, policies and procedures</li> <li>• identifies and reports basic problems, such as film annotation error</li> <li>• works under direct supervision</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates broad, conceptual knowledge of aerial photography</li> <li>• able to compare and interpret specifications, policies and procedures</li> <li>• resolves basic problems and identifies and reports complex problems concerning quality and accuracy</li> <li>• works under limited supervision</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates extensive knowledge of aerial photography acquisition methodology, materials and tools and awareness of emerging trends</li> <li>• assists in defining and integrating specifications, policies and procedures</li> <li>• resolves complex problems and integrates new procedures, identifying opportunities for continuous improvement</li> <li>• able to coach or mentor others</li> </ul>	<ul style="list-style-type: none"> <li>• considered a resident expert in aerial photography acquisition methodology, materials and tools</li> <li>• defines specifications, policies and procedures</li> <li>• evaluates innovative technological advances in aerial photography</li> <li>• acts as a consultant</li> </ul>
	<b>Digital Imagery Sensors</b>	<ul style="list-style-type: none"> <li>• aware of what this is and how it might be applied</li> <li>• no proficiency required</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates basic knowledge of characteristics of basic satellite and airborne digital imagery sensors</li> <li>• demonstrates basic understanding of specifications, policies and procedures for satellite and airborne digital imagery sensors</li> <li>• demonstrates knowledge of the metadata, including pixel sizes, areal extent, number of bands, types and uses of satellite and airborne digital imagery sensors</li> <li>• knows where to obtain data from satellite and airborne digital imagery providers</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates broad, conceptual knowledge of satellite and airborne digital imagery sensors, including if and how the imagery can be combined</li> <li>• able to compare and interpret specifications, policies and procedures</li> <li>• aware of how satellite and airborne digital data are used in image analysis</li> <li>• able to interpret the structure and format of satellite and airborne digital data</li> <li>• able to evaluate suitability of which satellite or airborne digital sensor would meet client needs</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates extensive knowledge of satellite and airborne digital sensors and awareness of emerging trends</li> <li>• assists in defining and integrating specifications, policies and procedures</li> <li>• consults with internal/external clients on how best to apply digital imagery to obtain optimum results in their area of interest</li> <li>• aware of current research in the field and may assist in research</li> <li>• able to coach or mentor others</li> </ul>	<ul style="list-style-type: none"> <li>• considered a resident expert in satellite and airborne digital sensors and aware of current research in the field</li> <li>• defines specifications, policies and procedures</li> <li>• researches new satellite and airborne digital sensors and how the data might be applied to meet RDB client needs</li> <li>• may conduct or lead research in the field</li> <li>• may teach or oversee formal instruction or presentations in the subject</li> </ul>
	<b>Land Use/Land Cover Classification</b>	<ul style="list-style-type: none"> <li>• aware of what this is and how it might be applied</li> <li>• no proficiency required</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates basic knowledge of land use such as forestry, agriculture, urban or industrial use</li> <li>• able to apply specifications, policies and procedures for classification systems and attributes</li> <li>• identifies and respects basic problems such as inconsistencies in classification</li> <li>• receives instruction in the classification required.</li> <li>• works under direct supervision</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates increasing breadth and depth of knowledge of the classification system in increasing detail, e.g., forest attributes and treatments, agricultural crop types, residential or commercial use of urban land</li> <li>• able to compare and interpret specifications, policies and procedures</li> <li>• able to compare and interpret different land use systems</li> <li>• works independently under general guidance</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates extensive knowledge of land use/cover, including dynamic linkages between natural and artificial land components and ecosystem dynamics</li> <li>• assists in defining specifications, policies and procedures in developing land use/cover classification system</li> <li>• resolves complex problems with the classification and identifies opportunities for continuous improvement</li> <li>• able to coach and mentor others in land use/cover classification</li> </ul>	<ul style="list-style-type: none"> <li>• considered a resident expert in land use/cover classification</li> <li>• defines specifications, policies and procedures</li> <li>• initiates/participates in research activities regarding the development of land use/cover classification</li> </ul>

	Skills	Level 1 'Awareness'	Level 2 'Basic'	Level 3 'Intermediate'	Level 4 'Comprehensive'	Level 5 'Expert'
<b>Technical Skills</b>	<b>Field Data Collection</b>					
	<b>Soil Identification</b>	<ul style="list-style-type: none"> <li>• aware of what this is and how it might be applied in the work</li> <li>• no proficiency required</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates basic knowledge of key soils terms and taxonomic principles with respect to mineral soils; contributes background information to technical reports</li> <li>• recognizes broad textural groups of parent materials and basic soil horizon separations</li> <li>• able to apply basic knowledge to classify soils to soil great group level using the Canadian System of Soil Classification</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates broad knowledge of soils terms and conceptual knowledge of soil taxonomy; contributes detailed information to technical reports</li> <li>• recognizes diagnostic horizon and predicts landform/soil associations</li> <li>• able to apply broad knowledge to classify soils to subgroup level using CSSC</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates extensive knowledge of soils terminology and taxonomic principles; is aware of changes in classification; is knowledgeable concerning organic soils terms and taxonomic principles; produces technical reports</li> <li>• recognizes anomalous soil features and predicts soils at specific sites</li> <li>• able to apply extensive knowledge to classify soils to subgroup phase and series level using CSSC; is able to classify organic soils and can utilize different classification systems</li> </ul>	<ul style="list-style-type: none"> <li>• is considered an expert in soil taxonomy and instructs others in identification; is familiar with current research and tracks subsequent changes to soil taxonomy; publishes research in scientific journals</li> <li>• recognizes unusual soils and variants such as highly weathered aeolian veneers; prescribes soil diagnostic tests and applies results</li> <li>• participates in soil correlation groups and expert committees; has input into revisions of CSSC</li> </ul>
	<b>Plant Identification</b>	<ul style="list-style-type: none"> <li>• aware of what this is and how it might be applied in the work</li> <li>• no proficiency required</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates basic knowledge of key botanical terms and taxonomic principles; contributes background information to technical reports</li> <li>• classifies botanical specimens into basic divisions; is able to recognize common plants</li> <li>• is able to use picture books and simple keys to identify some unknown botanical specimens</li> <li>• works under supervision</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates broad knowledge of botanical terms and conceptual knowledge of botanical taxonomy; contributes detailed information to technical reports</li> <li>• classifies botanical specimens into basic families; is able to recognize a range of plants</li> <li>• is able to use a comprehensive vascular plant key to identify a range of species</li> <li>• works independently</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates extensive knowledge of botanical terminology and taxonomic principles; is aware of changes in classification for specific species, genera and families; produces technical reports</li> <li>• classifies botanical specimens into genus, species and families; is able to recognize an extensive range of species, including many exotics, rare plants and endangered species</li> <li>• is able to key out most vascular plants, including at least one "difficult" vascular genus and is able to use technical keys to identify species in one non-vascular group with expert confirmation</li> <li>• leads projects</li> </ul>	<ul style="list-style-type: none"> <li>• considered an expert in botanical taxonomy and instructs others in identification; familiar with current taxonomic research and tracks subsequent changes to plant taxonomy</li> <li>• defines specifications and procedures for botanical taxonomy; participates in expert committees</li> <li>• able to key out complicated vascular genera such as Salix and Carex as well as the bryophytes and lichens.</li> <li>• teaches concepts and techniques; publishes scientific papers and/or research in scientific journals</li> </ul>
<b>Field Logistics</b>	<ul style="list-style-type: none"> <li>• aware of what this is and how it might be applied in the work</li> <li>• no proficiency required</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates basic knowledge of key terms applied to field equipment and orienteering principles</li> <li>• selects appropriate field gear with direction; uses compass, reads maps and air photos; is able to correlate mapped location with air photos</li> <li>• identifies inconsistencies between ground information and surroundings and air photos or expected surroundings</li> <li>• works under close supervision</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates broad knowledge of field equipment and orienteering</li> <li>• selects most efficient route and can move safely and quickly to destination point; selects appropriate field gear independently</li> <li>• resolves basic problems and can identify complex problems in model application; anticipates and responds to adverse environmental conditions</li> <li>• works on a team with an experienced leader</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates extensive knowledge of field equipment and orienteering; is aware of developments in new field equipment</li> <li>• provides accurate navigation instructions to pilot; directs field staff</li> <li>• resolves complex problems and identifies opportunities for improvement; handles adverse/unexpected conditions with confidence</li> <li>• functions ably, confidently and independently</li> </ul>	<ul style="list-style-type: none"> <li>• considered an expert in field logistics</li> <li>• manages multiple field operations and acts as expeditor for field camp; plans location, supplies and equipment and oversees setup</li> <li>• evaluates innovative solutions for improvement</li> <li>• acts as supervisor of field operations</li> </ul>	

	Skills	Level 1 'Awareness'	Level 2 'Basic'	Level 3 'Intermediate'	Level 4 'Comprehensive'	Level 5 'Expert'	
<b>Technical Skills</b>	<b>Field Data Recording</b>	<ul style="list-style-type: none"> <li>• aware of what this is and how it might be applied</li> <li>• no proficiency required</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates basic knowledge of key data recording terms and principles</li> <li>• able to apply data recording specifications, policies and procedures</li> <li>• identifies and reports basic equipment and data problems</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates broad, conceptual knowledge of data recording terminology, principles</li> <li>• able to compare and interpret data recording specifications, policies and procedures</li> <li>• resolves basic equipment and data problems and identifies and report complex problems</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates extensive knowledge of data recording and awareness of emerging trends in recording techniques and equipment</li> <li>• assists in defining and integrating data recording specifications, policies and procedures</li> <li>• resolves complex equipment and data problems and identifies opportunities for improvement</li> </ul>	<ul style="list-style-type: none"> <li>• considered an expert in the data recording</li> <li>• defines data recording specifications, policies and procedures</li> <li>• evaluates innovative solutions for improvement</li> </ul>	
	<b>Image Acquisition and Classification</b>						
	<b>Image Acquisition</b>	<ul style="list-style-type: none"> <li>• aware of what this is and how it might be applied</li> <li>• no proficiency required</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates basic knowledge of NTS system and image interpretation</li> <li>• able to apply specifications, policies and procedures</li> <li>• evaluates and reports on image quality e.g., contrast, tone, resolution</li> <li>• identifies data sources</li> <li>• identifies relevant copyright issues</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates working knowledge of RDB specifications, policies and procedures re: imagery</li> <li>• able to compare and interpret specifications, policies &amp; procedures</li> <li>• accepts or rejects imagery as it relates to RDB specification of cloud, scale, density and tone</li> <li>• resolves basic problems using standard procedures</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates extensive knowledge of specifications, e.g., scale parameters and densitometric specifications</li> <li>• assists in defining specifications and procedures and makes recommendations for continuous improvement</li> <li>• creates procedures to select best imagery to meet client needs</li> <li>• develops standard procedures for imagery acceptance</li> </ul>	<ul style="list-style-type: none"> <li>• designs or changes specifications, policies and procedures</li> <li>• evaluates and approves innovative solutions for continuous improvement</li> <li>• evaluates and implements acquisition of new source data</li> </ul>	
<b>Ortho Image Construction</b>	<ul style="list-style-type: none"> <li>• aware of what this is and how it might be applied</li> <li>• no proficiency required</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates basic knowledge of key terms and principles</li> <li>• evaluates image quality (e.g., contrast, tone, resolution) and standard products following standard procedures</li> <li>• acquires all ancillary data to create audits for standard products</li> <li>• identifies basic problems with data or software and reports to a supervisor</li> <li>• works under direct supervision</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates broad, conceptual knowledge key terms, principles</li> <li>• able to integrate and compare standard specifications, policies and procedures</li> <li>• able to generate products working under supervision</li> <li>• creates audit reports for special projects</li> <li>• resolves basic problems with data or software and identifies/reports complex problems</li> <li>• acquires data from multiple sources to create an orthorectified image</li> <li>• builds appropriate orthorectified model for special projects, working under limited supervision</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates extensive knowledge of key terms and principles and awareness of emerging trends</li> <li>• assists in defining new specifications, policies and procedures</li> <li>• generates range of products, working independently</li> <li>• prepares audits for final sign-off</li> <li>• resolves complex problems and documents solutions for continuous improvement</li> <li>• may coach/mentor others</li> </ul>	<ul style="list-style-type: none"> <li>• researches and implements new technology and emerging trends into branch activities</li> <li>• defines specifications, policies and procedures</li> <li>• evaluates and implements innovative solutions to meet business needs within work unit and across RDB</li> <li>• acts as a consultant and may provide formal instruction in orthorectification process and products.</li> </ul>		

	Skills	Level 1 'Awareness'	Level 2 'Basic'	Level 3 'Intermediate'	Level 4 'Comprehensive'	Level 5 'Expert'
<b>Technical Skills</b>	<b>Application Frameworks: Business Analysis</b>	<ul style="list-style-type: none"> <li>• aware of what this is and how it might be applied in the work</li> <li>• no proficiency required</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates basic knowledge of systems development life cycle</li> <li>• able to apply departmental standards and guidelines</li> <li>• assists in modeling</li> <li>• assists in designing a single component</li> <li>• performs basic tasks</li> <li>• receives instruction from senior staff</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates broad, conceptual knowledge of systems development life cycle</li> <li>• demonstrates basic knowledge of Zachmann architecture</li> <li>• able to interpret and compare departmental IT specifications, policies and procedures</li> <li>• performs modeling (process and data) utilizing ORACLE CASE/IEM</li> <li>• designs a component of a system</li> <li>• resolves basic problems and identifies complex problems</li> <li>• performs variety of basic tasks</li> <li>• works independently</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates extensive knowledge of systems development life cycle and assists in defining architecture standards</li> <li>• demonstrates comprehensive knowledge of Zachmann architecture</li> <li>• demonstrates extensive knowledge of modeling/IEM and assists with analysis to develop Q/A of BAA-s</li> <li>• assists with defining system solutions and/or Q/A system design</li> <li>• assists in defining policies, procedures and specifications</li> <li>• designs multiple and complex components of a system</li> <li>• resolves complex problems and identifies opportunities for improvement</li> <li>• performs variety of complex tasks</li> <li>• can coach/mentor staff</li> </ul>	<ul style="list-style-type: none"> <li>• considered resident expert in Zachman architecture</li> <li>• defines data, application and technical architecture</li> <li>• defines policies, procedures and standards</li> <li>• defines scope, business requirements</li> <li>• performs analysis to produce BAA/Solutions or Q/A BAAs</li> <li>• defines a system or solutions or Q/A systems design</li> <li>• integrates multiple and complex components into a system</li> <li>• evaluates and implements innovative solutions for continuous improvement</li> <li>• may teach or oversee training of staff</li> </ul>
		<b>Application Frameworks: System Analysis</b>	<ul style="list-style-type: none"> <li>• aware of what this is and how it might be applied</li> <li>• no proficiency required</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates basic knowledge of programming languages</li> <li>• automates simple procedures</li> <li>• customizes user interfaces</li> <li>• performs basic tasks</li> <li>• receives instruction from senior staff</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates broad, conceptual knowledge of programming languages</li> <li>• constructs utilities</li> <li>• completes components of a larger system</li> <li>• performs unit tests</li> <li>• performs debugging</li> <li>• develops system and user documentation</li> <li>• resolves basic problems and identifies complex problems</li> <li>• performs a variety of basic tasks</li> <li>• works independently</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates extensive knowledge of programming languages</li> <li>• assists in defining policies, procedures and specifications</li> <li>• assists with decomposing design into its components</li> <li>• constructs complex models and Q/A code</li> <li>• performs integration/system testing</li> <li>• deploys system</li> <li>• performs QA of system and operations and user documentation</li> <li>• resolves complex problems and identifies opportunities for improvement</li> <li>• performs variety of complex tasks</li> <li>• can coach/mentor staff</li> </ul>

	Skills	Level 1 'Awareness'	Level 2 'Basic'	Level 3 'Intermediate'	Level 4 'Comprehensive'	Level 5 'Expert'
<b>Core Business Applications</b>						
<b>Software Tools</b>	<b>Arc View</b>	<ul style="list-style-type: none"> <li>• aware of what this is and how it might be applied in the work</li> <li>• no proficiency required</li> </ul>	<ul style="list-style-type: none"> <li>• displays themes</li> <li>• symbolizes themes and legends</li> <li>• executes basic Arc View commands</li> <li>• runs Avenue scripts</li> </ul>	<ul style="list-style-type: none"> <li>• creates layouts, charts, custom legends</li> <li>• applies standards for cartographic display of maps</li> <li>• performs annotation labeling</li> <li>• extracts SDE data</li> </ul>	<ul style="list-style-type: none"> <li>• creates custom symbology, fonts, colour tables, changing parameters</li> <li>• uses extensions for specific purposes</li> <li>• executes table manipulations</li> <li>• performs analysis operations</li> <li>• modifies and returns files to SDE following protocol</li> </ul>	<ul style="list-style-type: none"> <li>• creates, customizes user interfaces</li> <li>• executes custom highly complex commands and loads multiple sources of data</li> <li>• creates Avenue scripts</li> <li>• solves complex problems</li> <li>• trains others</li> <li>• functions as a resident expert and support for others</li> </ul>
	<b>Arc Info</b>	<ul style="list-style-type: none"> <li>• aware of what this is and how it might be applied in the work</li> <li>• no proficiency required</li> </ul>	<ul style="list-style-type: none"> <li>• executes basic Arc Info commands</li> <li>• runs AMLs</li> <li>• imports/exports data</li> </ul>	<ul style="list-style-type: none"> <li>• executes basic Arc Edit and Arc Plot commands to modify and display data.</li> <li>• runs AMLs for QC purposes and analyses results</li> <li>• performs projections using "PRJ" file</li> <li>• builds basic topology (Arc &amp; Poly)</li> <li>• displays librarian data</li> </ul>	<ul style="list-style-type: none"> <li>• executes complex Arc Edit and Arc Plot commands</li> <li>• evaluates AMLs</li> <li>• creates simple AML scripts</li> <li>• builds complex topology such as region and route</li> <li>• performs custom projections and data conversion</li> <li>• processes librarian data</li> </ul>	<ul style="list-style-type: none"> <li>• fixes topology problems</li> <li>• works with Grid, Tin, Network modules</li> <li>• designs and creates libraries</li> <li>• able to perform complex projections/datum conversions and complex data conversions</li> <li>• creates complex AML scripts</li> <li>• trains others</li> <li>• functions as a resident expert and support for others</li> </ul>
	<b>MicroStation</b>	<ul style="list-style-type: none"> <li>• aware of what this is and how it might be applied in the work</li> <li>• no proficiency required</li> </ul>	<ul style="list-style-type: none"> <li>• displays existing MicroStation design files</li> <li>• runs MDLs</li> <li>• executes basic MicroStation commands</li> </ul>	<ul style="list-style-type: none"> <li>• applies customized symbology and font libraries to design files</li> <li>• runs MDLs for QC purposes</li> <li>• performs production command sequences</li> <li>• performs more complex MicroStation functions</li> <li>• uses Maps3D to perform graphical conversion functions</li> </ul>	<ul style="list-style-type: none"> <li>• creates custom symbology, font libraries and color tables</li> <li>• evaluates MDLs</li> <li>• generates plotter output using basic MicroStation commands</li> <li>• writes IPLOT or M/S/Pentables</li> <li>• edits plot-driven files</li> <li>• uses Maps3D to create topology</li> </ul>	<ul style="list-style-type: none"> <li>• customizes output using IPLOT</li> <li>• modifies/creates MDLs</li> <li>• defines file storage structures</li> <li>• designs plane characteristics (Units of Resolution; Global Origins)</li> <li>• performs complex data conversions</li> <li>• functions as a resident expert and support for others</li> </ul>
	<b>SCOP</b>	<ul style="list-style-type: none"> <li>• aware of what this is and how it might be applied in the work</li> <li>• no proficiency required</li> </ul>	<ul style="list-style-type: none"> <li>• executes VAX and powerhouse commands, under direct supervision</li> <li>• demonstrates basic knowledge of DEMs and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• uses SCOP functions to diagnose and solve problems with DEM data, under minimal supervision</li> <li>• provides limited input into development of new products</li> </ul>	<ul style="list-style-type: none"> <li>• uses SCOP functions to diagnose and solve problems with DEM data independently</li> <li>• assists in the development of new products</li> </ul>	<ul style="list-style-type: none"> <li>• functions as resident expert and support for user community</li> <li>• able to diagnose and solves complex problems</li> <li>• develops new products</li> </ul>