



Annual College
Recruitment Campaign

**WE WANT
YOUR
TALENT**

Reserve n° 900R-4503018

Québec 

LA FONCTION PUBLIQUE AU SERVICE DU QUÉBEC



CALL FOR CANDIDATES

January 25 to February 19, 2010

online subscription

CARRIERES.GOUV.QC.CA

Reserve n° 900R-4503018

Last update: January 2010

ISBN : 978-2-550-57980-9 (PDF)

ISSN : 1918-7068 (PDF)

Legal Deposit – Bibliothèque et Archives nationale du Québec, 2010

Legal deposit – Library and Archives Canada, 2010

ISBN : 978-2-550-57980-9 (PDF)

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INTRODUCTION

In order to increase the presence of young people in the Public Service, the government of Québec reserves recruitment campaigns for graduates of university programs, college technical programs and vocational training programs in secondary schools.

This brochure contains the call for candidates for the 2010 Annual College Recruitment Campaign. It includes information on the reserve of candidates that will help you gain access to the career possibilities in the Public Service.

This reserve of candidates will be used to fill prospective casual and regular employment needs for all the departments and agencies throughout Québec's administrative regions. If you meet the reserve's eligibility requirements and successfully pass the subsequent exam, you will be placed on one or more of the lists of qualified candidates, according to your education profile. As needed, other lists of qualified candidates may eventually be issued based on this reserve.

Are you interested in meeting challenges? If so, then keep reading!

GENERAL ELIGIBILITY REQUIREMENTS

You must meet one of the two following requirements to be eligible for college recruitment:

A. You are a full- or part-time student and you will have completed your studies by December 2010 to obtain a diploma (DCS, technical training) accepted by the reserve.

OR

B. You already hold the college diploma (DCS, technical training) accepted by the reserve and are still studying full-time.

If you have diplomas from outside Québec that you would like recognized for the purposes of this recruitment campaign, you must contact the Ministère de l'Immigration et des Communautés culturelles for a comparative evaluation of these credentials (proof of equivalence).

You must also have Canadian citizenship or permanent resident status. In addition, to hold a position in the Québec Public Service, you must have appropriate skills in French, in accordance with the duties of the position.

HOW TO APPLY FOR RESERVE NUMBER 900R-4503018

Are you interested in the challenge and believe you meet the eligibility requirements? Great! Simply apply on-line at the Web site¹:
[\[www.carrieres.gouv.qc.ca\]](http://www.carrieres.gouv.qc.ca)

When you apply, also be sure you have the following documents and keep them handy because they may be required at any time:

- For eligibility requirement A, a copy of your most recent transcript.
- For eligibility requirement B, a photocopy of the diploma and official proof of full-time student status from your educational institution.

APPLICATION PERIOD

The application period for the college recruitment campaign is January 25 to February 19, 2010. For your application to be accepted, you must apply on-line no later than February 19, 2010², the closing date of the current recruitment campaign.

EQUAL ACCESS

The government has established a variety of measures to give effect to its policy on increasing the presence of under-represented groups in the Québec Public Service, such as members of cultural communities, Native persons, Anglophones, persons with disabilities, and women. This brochure detailing the recruitment campaign reserved for graduates is an opportunity for the government to achieve its objectives in this respect.

For further information on current measures and programs, consult the equal access section on the Web site at
[\[www.tresor.gouv.qc.ca/egalite\]](http://www.tresor.gouv.qc.ca/egalite)

FOR FURTHER INFORMATION

Do you have any questions? Call our toll-free number 1-866-672-3460 or contact one of our regional offices. You will find the addresses, telephone and fax numbers of these offices at the end of the present document.

You may also write to us
[\[carrieres@cspq.gouv.qc.ca\]](mailto:carrieres@cspq.gouv.qc.ca)
or consult the Web site
[\[www.carrieres.gouv.qc.ca\]](http://www.carrieres.gouv.qc.ca).

1. You can obtain the print version of the *Offre de service – Recrutement étudiant form* in the regional offices of the Centre de services partagés du Québec. You can also print out the form that appears on the following Web site [\[www.carrieres.gouv.qc.ca\]](http://www.carrieres.gouv.qc.ca) and mail it in.
2. If you were unable to apply on-line, your printed *Offre de service – Recrutement étudiant form* must be received by a regional office of the Centre de services partagés du Québec no later than February 19, 2010.

LIST³ OF ACCEPTED DIPLOMAS BY SECTOR OF COLLEGE STUDIES⁴ (DCS, TECHNICAL TRAINING)

3. Due to the variations between the names of diplomas in English and French, this brochure includes both lists.

4. Other diplomas of college studies directly related to the duties in question may also be accepted.



ADMINISTRATION, COMMERCE AND COMPUTER TECHNOLOGY

Accounting and Management Technology
Business Management
Computer Science Technology
Office System Technology

FOR FRANCOPHONE COLLEGES:

Conseil en assurances et en services financiers
Gestion de commerces
Techniques de bureautique
Techniques de comptabilité et de gestion
Techniques de l'informatique

AGRICULTURE AND FISHERIES

Animal Health Technology
Farm Management and Technology

FOR FRANCOPHONE COLLEGES:

Gestion et exploitation d'entreprise agricole
Paysage et commercialisation en horticulture
ornementale
Techniques d'aquaculture
Techniques de santé animale
Techniques équines
Technologie de la production horticole
et de l'environnement
Technologie des équipements agricoles
Technologie des productions animales
Technologie de génie agromécanique
Technologie de la transformation des
produits aquatiques



BUILDINGS AND PUBLIC WORKS

Architectural Technology
Building Systems Technology
Civil Engineering Technology

FOR FRANCOPHONE COLLEGES:

Sécurité incendie: option prévention
Technologie de l'architecture
Technologie de la géomatique
Technologie de la mécanique du bâtiment
Technologie de l'estimation et de l'évaluation en bâtiment
Technologie du génie civil

CHEMISTRY AND BIOLOGY

Laboratory Technology

FOR FRANCOPHONE COLLEGES:

Environnement, hygiène et sécurité au travail
Techniques de génie chimique
Techniques de laboratoire
Techniques de procédés chimiques



COMMUNICATIONS, APPLIED ARTS, DOCUMENTATION AND MUSEOLOGY

Graphic Design
Information and Library Technologies

FOR FRANCOPHONE COLLEGES:

Graphisme
Infographie en préimpression
Techniques d'intégration multimédia
Techniques de communication dans les médias
option conseil et coordination publicitaires
ou journalisme
Techniques de l'impression
Techniques de la documentation
Techniques de muséologie

ELECTROTECHNOLOGY

Applied Physics Technology
Avionics
Computerized Systems Technology
Electrotechnology
Industrial Electronics Technology

FOR FRANCOPHONE COLLEGES:

Techniques d'avionique
Technologie de conception électronique
Technologie de l'électronique
Technologie de l'électronique industrielle
Technologie de systèmes ordonnés
Technologie physique



FOOD SERVICES AND TOURISM

Food Service and Restaurant Management
Tourism

FOR FRANCOPHONE COLLEGES:

Gestion d'un établissement de restauration
Techniques de gestion hôtelière
Techniques de tourisme
Technologie des procédés et de la qualité
des aliments

FORESTRY AND PULP AND PAPER

FOR FRANCOPHONE COLLEGES:

Technologie de la transformation
des produits forestiers
Technologie forestière
Technologies des pâtes et papiers

HEALTH SERVICES

Biomedical Laboratory Technology
Nursing
Prehospital Emergency Care

FOR FRANCOPHONE COLLEGES:

Archives médicales
Audioprothèse
Soins infirmiers
Soins préhospitaliers d'urgence
Techniques de diététique
Techniques de réadaptation physique
Techniques d'orthèses et prothèses orthopédiques
Techniques d'orthèses visuelles
Technologie d'analyses biomédicales

LAND USE PLANNING AND THE ENVIRONMENT

Ecological Technology

FOR FRANCOPHONE COLLEGES:

Techniques d'aménagement cynégétique et halieutique
Techniques d'aménagement et d'urbanisme
Techniques d'écologie appliquée
Techniques d'inventaire et de recherche en biologie
Techniques de bioécologie
Techniques du milieu naturel

MAINTENANCE MECHANICS

Mechanical Engineering Technology

FOR FRANCOPHONE COLLEGES:

Techniques d'architecture navale
Techniques de construction aéronautique
Techniques de génie mécanique
Technologie de maintenance industrielle
Technologie du génie industriel

MINING AND SITE OPERATIONS

FOR FRANCOPHONE COLLEGES:

Technologie minérale (option exploitation, géologie appliquée ou minéralurgie)

MOTORIZED EQUIPMENT MAINTENANCE

Aircraft Maintenance

FOR FRANCOPHONE COLLEGES:

Techniques de maintenance d'aéronefs
Techniques de génie mécanique de marine

SOCIAL, EDUCATIONAL AND LEGAL SERVICES

Paralegal Technology
Police Technology
Social Service
Special Care Counselling
Youth and Adult Correctional Intervention

FOR FRANCOPHONE COLLEGES:

Techniques d'éducation spécialisée
Techniques d'intervention en délinquance
Techniques d'intervention en milieu carcéral
Techniques de recherche sociale
Techniques de travail social
Techniques juridiques
Techniques policières
Techniques spécialisées en services correctionnels

DESCRIPTION OF JOB CLASSES BY SECTOR OF ACTIVITY

The following is a list of job classes in which government departments and agencies may have casual or regular positions to be filled by means of the reserve of candidates for this campaign.



**ADMINISTRATION,
SECRETARIAT AND
COMPUTER
TECHNOLOGY**

ADMINISTRATIVE TECHNOLOGISTS

As an administrative technologist, you would carry out support activities for governmental administration in various sectors such as human, material, financial and informational resource management, the application of laws or regulations or program follow-up. To this end, you would gather and analyze data or information, produce reports and complete various administrative mandates.

Diplomas of college studies (DCS) that are generally accepted:

Francophone colleges:

Conseil en assurances et en services financiers
Gestion de commerces
Techniques de comptabilité et de gestion

Anglophone colleges:

Accounting and Management Technology
Business Management

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$30,664 (\$16.79/hour) at entry level and \$46,041 (\$25.21/hour) at scale maximum.

Note:

- *Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.*

AUDIT OFFICERS

As an audit officer, you would, by means of inspection and financial audits, control the application of legislative, regulatory and administrative measures with respect to the State's rights, revenues and expenses. You would ensure the conformity of accounting and financial operations and transactions of targeted institutions according to the legislation. You would participate in establishing and implementing accounting systems and budgetary controls, as well as studying budgets and loan or grant requests.

Diplomas of college studies (DCS) that are generally accepted:

Francophone colleges:

Conseil en assurances et en services financiers
Gestion de commerces
Techniques de comptabilité et de gestion

Anglophone colleges:

Accounting and Management Technology
Business Management

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$30,408 (\$16.65/hour) at entry level and \$45,603 (\$24.97/hour) at scale maximum.

Note:

- *Once named to a position, you will have one year less a day to demonstrate that you have obtained the required diploma.*

COMPUTER TECHNICIANS

As a computer technician, you would work in various areas of intervention. You would participate in the maintenance and evolution of large-scale operational applications mainly developed on the central platform. You would develop, improve and correct computer programs, produce technical documentation regarding targeted computer components, carry out their verification, participate in trials and implementation, and ensure production support. You would provide technical opinions during computer systems evaluations and studies for systems evolution projects. You would ensure the proper functioning of applications, software and software packages on various platforms. You would provide advice and support for users regarding these technologies.

Diploma of college studies (DCS) that is generally accepted:

Francophone colleges:

Techniques de l'informatique

Anglophone colleges:

Computer Science Technology

Cont'd on next page...

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$34,371 (\$18.82/hour) at entry level and \$49,018 (\$26.84/hour) at scale maximum.

Note:

- *Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.*

FINANCE OFFICERS

The majority of positions come under the Service du soutien opérationnel and consist in compensating for absences among finance officers or responding to work overloads in the finance sector in the 21 regional directions of the Commission de la santé et de la sécurité du travail (CSST), located in all the administrative regions of Québec. To this end, you will be asked to travel regularly in the province in order to replace and support the officers in carrying out their duties. You will provide services and information to employers, in particular in risk assessment, billing and file development. In addition, you will raise their awareness regarding improvement in the management of the health and safety file. You will discern the issues raised in the employer file, identify solutions and apply them.

Diploma of college studies (DCS) that is generally accepted:**Francophone colleges:**

Techniques de comptabilité et de gestion

Anglophone colleges:

Accounting and Management Technology

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, at the Commission de la santé et de la sécurité du travail.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$30,664 (\$16.79/hour) at entry level and \$46,041 (\$25.21/hour) at scale maximum.

Note:

- *Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.*

MEDICAL ARCHIVISTS

As a medical archivist, you would validate of the assessment of permanent sequelae of injured clientele. You would codify injuries and sequelae with regard to the accident and determine the percentage to grant according to the established tables. You would request medical expertise, as needed. You would handle medical expertise feedback and ensure that suggested percentages are in conformity to the established table. You would perform processing and quality assurance activities regarding the health information contained in the medical data banks. You would participate in carrying out information research and consult reference works on the subject. You would participate in the development and updating of reference tools to ensure job standardization.

Diploma of college studies (DCS) that is generally accepted:**Francophone colleges:**

Archives médicales

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, at the Régie de l'assurance maladie du Québec and at the Société de l'assurance automobile du Québec.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$30,664 (\$16.79/hour) at entry level and \$46,041 (\$25.21/hour) at scale maximum.

Note:

- *Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.*

PENSION, RETIREMENT AND INSURANCE OFFICERS

As a pension, retirement and insurance officer, you would determine client eligibility and benefits in accordance with the programs administered by the Commission administrative des régimes de retraite et d'assurances and the Régie des rentes du Québec. You would perform the required calculations and ensure data integrity. You would communicate with the clients or government agencies to obtain information or to inform them of decisions that have been made.

Diploma of college studies (DCS) that is generally accepted:

Francophone colleges:

Conseil en assurances et en services financiers

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, at the Commission administrative des régimes de retraite et d'assurances and at the Régie des rentes du Québec. Note that the majority of positions are in Québec City.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$32,161 (\$17.61/hour) at entry level and \$40,672 (\$22.27/hour) at scale maximum.

Note:

- Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.

SECRETARIAT – DESK OFFICERS

As a secretariat – desk officer, you would work on the planning, organization and realization of secretarial work. You would use various software, in particular, for drafting correspondence, producing various documents, tracking of files and budget monitoring.

Diploma of college studies (DCS) that is generally accepted:

Francophone colleges:

Techniques de bureautique

Anglophone colleges:

Office System Technology

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$36,672 (\$20.08/hour) at entry level and \$39,010 (\$21.36/hour) at scale maximum.

Note:

- Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.

TAX AUDIT TECHNICIANS

As a tax audit technician, you would work in the Service de vérification et d'analyse fiscale or the Service à la clientele at Revenu Québec. In the Service de vérification et d'analyse fiscale, you would audit business documents and books of account; analyze files taking into consideration the taxpayers' or agents' status with respect to the various tax laws and criteria for which the file was selected; meet taxpayers, agents or their representatives in order to gather information and documents required for audit purposes; verify documents according to the existing standards and techniques in order to ensure the conformity of filed documents; develop the audit file and inform the parties of the results. Note that this position may require frequent travel.

Within the Service à la clientele, you would provide tax-related information to various clienteles: business persons, professionals, businesses, wage earners claiming expenses and agents. You would carry out research and provide advice to clients regarding requests addressed by other sectors. You would assist the personnel in the Secteur des renseignements généraux, participate in training and complete various mandates in order to ensure that clients receive quality service, that tax laws are applied in a fair and equitable manner, and in order to contribute to a positive image for Revenu Québec.

Cont'd on next page...

Diploma of college studies (DCS) that is generally accepted:

Francophone colleges:

Techniques de comptabilité et de gestion

Anglophone colleges:

Accounting and Management Technology

Agency offering employment:

Revenu Québec in all the administrative regions of Québec.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$32,003 (\$17.52/hour) at entry level and \$48,005 (\$26.28/hour) at scale maximum.

Note:

- Once named to a position, you will have one year less a day to demonstrate that you have obtained the required diploma.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$35,302 (\$19.33/hour) at entry level and \$48,433 (\$26.52/hour) at scale maximum.

Note:

- Once named to a position, you will have one year less a day to demonstrate that you have obtained the required diploma.

TAX COLLECTION OFFICERS

As a tax collection officer, you would work in an environment where, given the complexity and constant evolution of the field, the challenges are numerous and varied. You would be responsible for updating the total debt of taxpayers and agents with respect to income tax and consumption taxes that are payable to Revenu Québec. You would carry out inquiries by analyzing financial statements and verifying books of account and documents with a view to determining the capacity to pay. You would identify the assets that could be seized or held in guarantee. You would negotiate payment agreements, and use all administrative or judicial recourse available in order to recover amounts due within prescribed deadlines. Note that the position may entail frequent travel.

Diploma of college studies (DCS) that is generally accepted:

Francophone colleges:

Techniques de comptabilité et de gestion

Anglophone colleges:

Accounting and Management Technology

Department offering employment:

Revenu Québec in all the administrative regions of Québec.

A person wearing white gloves is using a pipette to add liquid to a petri dish containing a plant sample. The background is a lush green field of crops. A blue rectangular overlay is positioned in the upper right quadrant, containing the text 'AGRICULTURE, FOODS AND TOURISM' in white, bold, uppercase letters.

AGRICULTURE, FOODS AND TOURISM

AGRICULTURAL PRODUCTS AND FOODS INSPECTORS

As an agricultural products and foods inspector, you would monitor the application of laws and regulations governing food safety and the quality and condition of agricultural products and foods earmarked for consumption. To this end, you would perform inspection and inquiry tasks in food-related establishments further to the laws and regulations governing the food chain and the health protection of animals. You would also carry out inquiries related to complaints and food poisoning, as well as act as a resource person for clients.

Diplomas of college studies (DCS) that are generally accepted:

Francophone colleges:

Gestion d'un établissement de restauration
Gestion et exploitation d'entreprise agricole
Paysage et commercialisation
 en horticulture ornementale
Techniques d'écologie appliquée
Techniques de diététique
Techniques d'inventaire et de recherche en biologie
Techniques de laboratoire
Techniques de santé animale
Techniques équines
Technologie d'analyses biomédicales
Technologie de génie agromécanique
Technologie de la production horticole
 et de l'environnement
Technologie de la transformation des produits aquatiques
Technologie des équipements agricoles
Technologie des procédés et de la qualité des aliments
Technologie des productions animales

Anglophone colleges:

Animal Health Technology
Biomedical Laboratory Technology
Ecological Technology
Farm Management and Technology
Food Service and Restaurant Management
Laboratory Technology

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, at the Ministère de l'Agriculture, des Pêcheries et de l'Alimentation.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$32,873 (\$18.00/hour) at entry level and \$45,986 (\$25.18/hour) at scale maximum.

Note:

- *Once named to a position, you will have one year less a day to demonstrate that you have obtained the required diploma.*

AGRICULTURE TECHNICIANS

As an agriculture technician, you would perform tasks of a technical nature related to the development of natural resources for agricultural purposes. To this end, you would participate in tasks related to experimentation on soils, plants, and animals, and on processing agricultural products by means of sampling and testing. You would determine farmers' needs and expectations in order to advise them. You would second producers with respect to farm insurance. You would estimate the expected output and carry out inquiries necessary for the purposes of evaluating with regard to a claim, loss or damages. You would also exercise a supportive role with farm finance advisors in order to respond to requests for financing and follow up on authorized loans.

Diplomas of college studies (DCS) that are generally accepted:

Francophone colleges:

Gestion et exploitation d'une entreprise agricole
Paysage et commercialisation
 en horticulture ornementale
Techniques d'aquaculture
Techniques de santé animale
Techniques équines
Technologie de la production horticole
 et de l'environnement
Technologie de la transformation des produits aquatiques
Technologie des équipements agricoles
Technologie des procédés et de la qualité des aliments
Technologie des productions animales

Anglophone colleges:

Animal Health Technology
Farm Management and Technology

Cont'd on next page...

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, at the Financière agricole du Québec, at the Ministère de l'Agriculture, des Pêcheries et de l'Alimentation and at the Ministère du Développement durable, de l'Environnement et des Parcs.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$32,873 (\$18.00/hour) at entry level and \$45,986 (\$25.18/hour) at scale maximum.

Note:

- *Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.*

INSPECTORS OF HOTEL AND TOURIST ESTABLISHMENTS

As an inspector of hotel and tourist establishments, you would carry out investigation and inspection activities in order to ensure that the operators of a targeted tourist accommodation establishment hold the required proof of classification and respect all the provisions under the *Act respecting tourist accommodation establishments* and its related Regulation. You would inspect tourist accommodation establishments, campgrounds and locations used for welcoming guests in order to verify the conformity of activities, services and applied norms. You would investigate the activities offered by certain establishments that are subject to complaints, denunciations, allegations or irregularities with respect to illegal operations, site safety, fixing rates and the respect of minimum standards. You would compile data and draft statistical reports stemming from inspections and investigations in order to make appropriate recommendations. You would develop investigation and inspection tools, as well as operational and administrative procedures regarding inspection activities and relations with operators and persons in charge of locations used for welcoming guests. You would collaborate with work committees dealing with investigations and inspection activities. Please note that you would frequently be required to travel throughout the province of Québec and would therefore need a valid driver's license.

Diplomas of college studies (DCS) that are generally accepted:**Francophone colleges:**

Gestion de commerces
Techniques de gestion hôtelière

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, the Ministère du Tourisme.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$29,842 (\$16.34/hour) at entry level and \$44,379 (\$24.30/hour) at scale maximum.

Note:

- *Once named to a position, you will have six months less a day to provide proof of having obtained the required diploma.*



**BUILDINGS,
TRANSPORT AND
PUBLIC WORKS**

AIRCRAFT MAINTENANCE TECHNICIANS

As an aircraft maintenance technician, you would maintain, repair and verify the aircraft; conduct verifications and tasks prior to and after flights; carry out, further to instructions, maintenance at regular intervals or when judged necessary, in order to ensure the aircraft are in good working order.

Diplomas of college studies (DCS) that are generally accepted:

Francophone colleges:

Techniques d'avionique
Techniques de construction aéronautique
Techniques de maintenance d'aéronefs

Anglophone colleges:

Avionics
Aircraft Maintenance

Departments and agencies offering employment:

Various departments or agencies in all the administrative regions of Québec and, in particular, the Ministère des Services gouvernementaux.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$31,065 (\$17.00/hour) at entry level and \$41,658 (\$22.81/hour) at scale maximum.

Note:

- Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.

ARCHITECTURE TECHNICIANS

As an architecture technician, you would organize, coordinate and realize planning projects. To this end, you would perform the preliminary analysis of plans in order to ensure their conformity regarding existing regulations, based on on-site visits or submitted plans. You would develop and prepare plans and estimates for the realization of office planning projects (AutoCAD environment). You would supervise and coordinate the work done by outside firms and ensure that deadlines, costs and quality standards are respected. You would maintain up-to-date the detailed development maps, the inventory of work stations, furniture and support areas, and you would actively participate in the work carried out by development project teams.

Diploma of college studies (DCS) that is generally accepted:

Francophone colleges:

Technologie de l'architecture

Anglophone colleges:

Architectural Technology

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$32,873 (\$18.00/hour) at entry level and \$45,986 (\$25.18/hour) at scale maximum.

Note:

- Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.

BUILDING SYSTEMS TECHNICIANS

As a building systems technician, you would work in the fields of building mechanicals or electricity. You would produce reports, prepare plans, diagrams, indexes and other technical documents pertaining to the mechanical and electrical systems of various residential buildings. You would control the realization of projects and provide assistance to other inside technical personnel in carrying out their respective mandates.

Diplomas of college studies (DCS) that are generally accepted:

Francophone colleges:

Technologie de la mécanique du bâtiment
Technologie de maintenance industrielle

Anglophone colleges:

Building Systems Technology

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, at the Ministère de l'Agriculture, des Pêcheries et de l'Alimentation and at the Société d'habitation du Québec.

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Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$32,873 (\$18.00/hour) at entry level and \$45,986 (\$25.18/hour) at scale maximum.

Note:

- *Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.*

CIVIL ENGINEERING TECHNICIANS

As a civil engineering technician, you would participate in the preparation of plans, estimates and technical documents regarding fixed structures, such as roadways, bridges, overpasses, docks, airport runways, etc., and ensure control of the realization of these projects using various software.

Diploma of college studies (DCS) that is generally accepted:**Francophone colleges:**

Technologie du génie civil

Anglophone colleges:

Civil Engineering Technology

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, at the Ministère des Transports.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$32,873 (\$18.00/hour) at entry level and \$45,986 (\$25.18/hour) at scale maximum.

Note:

- *Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.*

GEODESY TECHNICIANS

As a geodesy technician, you would collaborate on preparing survey plans. You would gather necessary information, carry out planimetric surveys and do research at the Bureau de la publicité des droits. In addition, you would produce embankment plans, digital terrain models and acquisition plans based on information gathered by on-site teams.

Diploma of college studies (DCS) that is generally accepted:**Francophone colleges:**

Technologie de la géomatique option géodésie

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, at the Ministère des Ressources naturelles et de la Faune and at the Ministère des Transports.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$32,873 (\$18.00/hour) at entry level and \$45,986 (\$25.18/hour) at scale maximum.

Note:

- *Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.*

HEALTH AND SAFETY INSPECTORS

As a health and safety inspector, you would ensure the application of laws and regulations respecting workplace health and safety in accordance with existing policies. To this end, you would carry out activities of inspection following a work claim or a complaint and distribute information concerning the regulations and inspection interventions.

Diplomas of college studies (DCS) that are generally accepted:**Francophone colleges:**

Environnement, hygiène et sécurité au travail
Sécurité incendie option prévention
Technologie de l'architecture
Technologie de la mécanique du bâtiment
Technologie du génie civil

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Anglophone colleges:

Architectural Technology
Building Systems Technology
Civil Engineering Technology

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, at the Régie du bâtiment.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$33,951 (\$18.59/hour) at entry level and \$49,018 (\$26.84/hour) at scale maximum.

Note:

- *Once named to a position, you will have one year less a day to demonstrate that you have obtained the required diploma.*

INDUSTRIAL ENGINEERING TECHNICIANS

As an industrial engineering technician, you would study manufacturing techniques and processes, inventory control techniques, work methods, and you would propose improvements with a view to optimizing performance in the production chain.

Diploma of college studies (DCS) that is generally accepted:**Francophone colleges:**

Technologie du génie industriel

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, at the Ministère des Transports.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$32,873 (\$18.00/hour) at entry level and \$45,986 (\$25.18/hour) at scale maximum.

Note:

- *Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.*

MOTORIZED EQUIPMENT TECHNICIANS

As a motorized equipment technician, you would work in an engineering team on the development and modification of motor vehicles. You would provide advice concerning maintenance and repairs and conduct technical studies regarding operations and use.

In the area of naval architecture, you would provide, among other things, technical support services and advice concerning naval construction and repairs for fishing businesses for the standardization of holds, the evaluation of construction or the modernization of boats receiving financial assistance from the State.

Diplomas of college studies (DCS) that are generally accepted:**Francophone colleges:**

Technologie de l'architecture navale
Techniques de génie mécanique
Techniques de génie mécanique de marine

Anglophone colleges:

Mechanical Engineering Technology

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, at the Ministère de l'Agriculture, des Pêcheries et de l'Alimentation (administrative regions of Gaspésie-Îles-de-la-Madeleine and Côte-Nord) and at the Ministère des Transports.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$32,873 (\$18.00/hour) at entry level and \$45,986 (\$25.18/hour) at scale maximum.

Note:

- *Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.*

PROPERTY ASSESSMENT TECHNICIANS

As a property assessment technician, you would perform various technical tasks within the framework of property disposition and acquisition by mutual agreement or expropriation. You would gather, classify and compile data concerning transactions involving immovable and on-site surveys of various physical components of the land, features and buildings. You would contribute to the application of calculations relative to the replacement costs of buildings, as well as the preparation of various thematic maps leading to the formulation of an evaluation report.

Diploma of college studies (DCS) that is generally accepted:

Francophone colleges:

Technologie de l'estimation et de l'évaluation
en bâtiment

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, at the Ministère des Transports.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$30,408 (\$16.65/hour) at entry level and \$45,603 (\$24.97/hour) at scale maximum.

Note:

- Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.



**COMMUNICATIONS,
APPLIED ARTS,
DOCUMENTATION
AND MUSEOLOGY**

APPLIED AND GRAPHIC ARTS TECHNICIANS

As an applied and graphic arts technician, you would develop plans for public works and illustrate publications. You would create models and draft the specifications. You would plan printings and design photo-ready versions of administrative forms (forms, stationery) for which you have prepared the graphics. You would provide technical assistance during the analysis of users' needs. You would produce proofs, prepare final versions of documents and draft production estimates.

Diplomas of college studies (DCS) that are generally accepted:

Francophone colleges:

Graphisme
Infographie en préimpression
Techniques d'intégration multimédia
Techniques de communication dans les médias option conseil et coordination publicitaire or journalisme
Techniques de l'impression

Anglophone colleges:

Graphic Design

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$32,873 (\$18.00/hour) at entry level and \$45,986 (\$25.18/hour) at scale maximum.

Note:

- Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.

APPLIED AND GRAPHIC ARTS TECHNICIANS – MAPPING SECTOR

As an applied and graphic arts technician (mapping sector), you would produce various cartographic or thematic documents such as geomorphology maps, road maps, land-use maps, tables, statistics, inventories and aerial photographs. You would perform the cartographic update of different information and provide assistance required by staff or outside users. You would collaborate on the implementation and use of new technologies. You would carry out various tasks related to data banks including updating, validation of digitalization, capture, storage, processing and analysis. You would perform various document analyses and present the findings.

Diploma of college studies (DCS) that is generally accepted:

Francophone colleges:

Technologie de la géomatique

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$32,873 (\$18.00/hour) at entry level and \$45,986 (\$25.18/hour) at scale maximum.

Note:

- Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.

INFORMATION TECHNICIANS

As an information technician, you would carry out technical tasks in the area of information and communications, in particular, with regard to selection, synthesis and distribution of information according to the needs of projects aimed at informing the public with regard to laws, regulations, programs, services and activities of government administration. You would draft different information documents such as press releases, draft proposals and folders, revise and correct texts while ensuring a satisfactory technical presentation. You would contribute to the preparation of the press review, as required. You would participate in developing and broadcasting promotional tools for government services: announcements, features, promotional materials. You would carry out various projects related to electronic editing such as the integration and updating of texts, graphics and interactive modules for the Web site. You would provide information to the population in the context of guided visits.

Diplomas of college studies (DCS) that are generally accepted:

Francophone colleges:

Techniques d'intégration multimédia
Techniques de communication dans les médias option conseil et coordination publicitaire or journalisme
Techniques de tourisme

Anglophone colleges:

Tourism

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$30,353 (\$16.62/hour) at entry level and \$45,128 (\$24.71/hour) at scale maximum.

Note:

- *Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.*

LIBRARY TECHNICIANS

As a library technician, you would perform tasks related to record management, cataloguing, classification and indexation, bibliographic research, library loans, description of materials, electronic archiving, digitalization of geo-scientific documents for distribution on the information highway.

Diploma of college studies (DCS) that is generally accepted:

Francophone colleges:

Techniques de la documentation

Anglophone colleges:

Information and Library Technologies

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$30,956 (\$16.95/hour) at entry level and \$46,041 (\$25.21/hour) at scale maximum.

Note:

- *Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.*

MUSEOLOGY TECHNICIANS

As a museology technician, you would carry out various technical tasks related to the preventive conservation, documentation, storage, maintenance and loan of works of art. You would participate in the pre-mounting, mounting and maintenance of exhibited works of art. You would draft and update the technical documentation (dimensions, weight, mounting estimate, etc.), recording, and numbering of works of art, as well as monitor their conservation and storage. You would collaborate on archiving and cataloguing collections, as well as updating information. You would manipulate, wrap and properly store works that must be situated or relocated and you would see to their safety with regard to transportation. You would prepare works for presentation and perform minor conservation treatments. You would participate in photographic documentation of works for conservation files. You would participate in the examination and writing of status reports regarding the conservation of works upon their reception and departure, before and after exhibitions and for other occasions. You would participate in the treatment of institutional and private archives kept by the institution.

Diploma of college studies (DCS) that is generally accepted:

Francophone colleges:

Techniques de muséologie

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, the National Assembly of Québec.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$30,956 (\$16.95/hour) at entry level and \$46,041 (\$25.21/hour) at scale maximum.

Note:

- Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.



HEALTH

MEDICAL ADMINISTRATION TECHNICIANS

As a medical administration technician, you would be in charge of providing required expertise for treating files related to the administration of health programs. You would analyze and assess requests for authorization or payment in accordance with the laws and regulations in force. You would work with management information systems and various specialized documents such as clinical notes, operation records, etc. The areas of activity where you would exercise your skills are: technical assistance programs (visual or hearing aid devices, prostheses or devices for assisting with a physical impairment), hospital services provided either inside or outside Québec and the remuneration of health professionals. You would also be called upon to review initial decisions. You would negotiate with hospital personnel, health professionals or their representatives and insured persons.

Diplomas of college studies (DCS) that are generally accepted:

Francophone colleges:

Archives médicales
Audioprothèse
Soins infirmiers
Techniques de réadaptation physique
Techniques d'orthèses et de prothèses orthopédiques
Techniques d'orthèses visuelles

Anglophone colleges:

Nursing

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, at the Régie de l'assurance maladie du Québec.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$30,664 (\$16.79/hour) at entry level and \$46,041 (\$25.21/hour) at scale maximum.

Note:

- *Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.*

A close-up photograph showing a person's hand holding a yellow pencil vertically next to a small, young pine tree sapling. The sapling has several thin, green needles and small brown buds. It is growing out of dark, granular soil. The background is blurred, showing more soil and some rocks.

**NATURAL
RESOURCES
AND THE
ENVIRONMENT**

FORESTRY AND LAND MANAGEMENT TECHNICIANS – FORESTRY SECTOR

As a forestry and land management technician, you would perform technical tasks related to knowledge, improvement, use, transformation and conservation of forest resources. To this end, you would have to inventory forest resources and analyze the relationships between tree stands and their natural environment. You would carry out experiments involving soil fertilization, take the inventory of various possibilities for silvicultural plans, select seed trees, and monitor the production of seeds and plants. You would also collaborate on improving and applying methods and techniques for preventing, detecting and fighting forest fires.

Diplomas of college studies (DCS) that are generally accepted:

Francophone colleges:

Techniques du milieu naturel option aménagement forestier ou exploitation forestière
Technologie de la transformation des produits forestiers
Technologie forestière
Technologies des pâtes et papiers

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, at the Ministère des Ressources naturelles et de la Faune.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$32,873 (\$18.00/hour) at entry level and \$45,986 (\$25.18/hour) at scale maximum.

Note:

- *Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.*

FORESTRY AND LAND MANAGEMENT TECHNICIANS – LAND USE PLANNING SECTOR

As a forestry and land management technician, you would perform research on land-related issues to be submitted to a development agreement with partners through gathering, inventory and land processing. To this end, you would receive public land-use projects and provide an analysis of them. You would carry out on-site studies with a view to developing selected territories. You would make site development plans. You would gather and update land and socio-economic data required for planning and development of public lands. You would also process and perform the follow-up of files involving any illegal occupation on public land, as well as those resulting from the *Act respecting land use planning and development*.

Diploma of college studies (DCS) that is generally accepted:

Francophone colleges:

Techniques d'aménagement et d'urbanisme

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, at the Ministère des Ressources naturelles et de la Faune.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$32,873 (\$18.00/hour) at entry level and \$45,986 (\$25.18/hour) at scale maximum.

Note:

- *Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.*

MINERAL RESOURCE TECHNICIANS

As a mineral resource technician, you would carry out various operations related to mineral resource management. You would compile geo-scientific information, analyze cases, perform data entry and verification. In addition, you would also carry out various operations related to the management of mineral titles and do on-site inspections to ensure that standards are respected. You would analyze assessment work and assist engineers in mining environment files. You would also participate in geological projects and assist the geologists in activities both on-site (planning and realization of embankments) and in the laboratory (handling samples).

Diplomas of college studies (DCS) that are generally accepted:

Francophone colleges

Technologie minérale (option exploitation, géologie appliquée ou minéralurgie)

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, at the Ministère des Ressources naturelles et de la Faune.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$32,873 (\$18.00/hour) at entry level and \$45,986 (\$25.18/hour) at scale maximum.

Note:

- *Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.*

WATER AND SANITATION TECHNICIANS

As a water and sanitation technician, you would work at the Ministère des Affaires municipales et des régions or at the Ministère du Développement durable, de l'Environnement et des Parcs.

At the Ministère des Affaires municipales et des régions, you would carry out tasks related to following up municipal water sanitation works, develop knowledge about essential technical data pertaining to purification plants and overflow structures and, as needed, you would supplement the data by means of on-site inspections. You would develop knowledge about the discharge requirements to which these structures are subject. You would operate the

follow-up program for municipalities. You would ensure the reception of the operation reports and validate their content. You would participate in the development of the annual report on the performance of filtration plants. You would conduct visits, as set out in the framework of the sustainability program. You would prepare documents relevant to issuing notices of conformity.

At the Ministère du Développement durable, de l'Environnement et des Parcs, you would perform scientific and normative technical tasks related to protection of the environment and its components (water, air, soil), as well as control-related tasks dealing with the production of hydroelectric energy. You would participate in the application of the *Environment Quality Act*, as well as guidelines respecting all sectors of the environment (urban, agricultural, natural and industrial). You would gather, analyze and validate data necessary for the study of environmental issues. You would respond to requests for technical information. In addition, you would provide technical assistance to staff involved in environmental studies. You would ensure, on a rotating basis, periods in which you would be on-call and you would intervene on-site on behalf of Urgence-environnement. You would drive vehicles to travel to sites requiring intervention.

Diplomas of college studies (DCS) that are generally accepted:

Francophone colleges

Assainissement de l'eau
Environnement, hygiène et sécurité au travail
Techniques d'écologie appliquée
Techniques d'inventaire et de recherche en biologie
Techniques de génie chimique
Techniques de laboratoire
Techniques de procédés chimiques
Techniques du milieu naturel option protection de l'environnement ou laboratoire de biologie
Technologie de la production horticole et de l'environnement
Technologie des productions animales
Technologie du génie civil
Technologie du génie industriel
Technologie minérale (option exploitation ou option géologie appliquée)
Technologie physique

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Anglophone colleges:

Applied Physics Technology
Civil Engineering Technology
Ecological Technology
Laboratory Technology (Analytical Chemistry)

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, at the Ministère des Affaires municipales et des Régions and at the Ministère du Développement durable, de l'Environnement et des Parcs.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$32,873 (\$18.00/hour) at entry level and \$45,986 (\$25.18/hour) at scale maximum.

Note:

- *Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.*

WILDLIFE TECHNICIANS

As a wildlife technician, you would carry out various technical tasks related to learning projects, follow-up of wildlife populations and wildlife and habitat management with the goal of conserving, developing and ensuring the optimal and rational exploitation of wildlife resources. To this end, you would perform research and experimentation on animal and plant species, as well as on their behaviour. You would participate in the resource inventory using population surveys, and collaborate on projects involving wildlife management and physical management of sites.

More specifically, in the area of aquaculture, you would assist biologists in the planning, organization and realization of extensive and intensive aquaculture research projects. You would ensure the follow-up or organic production by means of observation, acquisition and compiling of data regarding the behaviour, growth and follow-up of aquatic animals and the environmental conditions in which they evolve. You would also establish diagnoses, advise promoters and aquaculture and fish-farming businesses and provide them with technical assistance.

Diplomas of college studies (DCS) that are generally accepted:**Francophone colleges:**

Techniques d'aménagement cynégétique et halieutique
Techniques d'aquaculture
Techniques d'écologie appliquée
Techniques d'inventaire et de recherche en biologie
Techniques de santé animale
Techniques du milieu naturel

Anglophone colleges:

Animal Health Technology
Ecological Technology

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, at the Ministère de l'Agriculture, des Pêcheries et de l'Alimentation, at the Ministère des Ressources naturelles et de la Faune and at the Ministère du Développement durable, de l'Environnement et des Parcs.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$32,873 (\$18.00/hour) at entry level and \$45,986 (\$25.18/hour) at scale maximum.

Note:

- *Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.*



**PURE AND
APPLIED
SCIENCES**

ELECTRICAL ENGINEERING TECHNICIANS

As an electrical engineering technician, you would prepare plans, estimates and technical documents for electrical, lighting and electronic control systems based on on-site studies, inventories or various analyses. You would put together, verify, maintain and repair a variety of equipment or electronic systems, for example, amplifiers, microphones or measuring or control devices. You would prepare audio-visual documents either by putting together an assembly or by reproducing them by means of specialized electronic equipment. You would operate the equipment of the capture and audio and audio-video broadcasting control units.

Diplomas of college studies (DCS) that are generally accepted:

Francophone colleges:

Technologie de conception électronique
Technologie de l'électronique
Technologie de l'électronique industrielle
Technologie de systèmes ordinés
Technologie physique

Anglophone colleges:

Applied Physics Technology
Computerized Systems Technology
Electrotechnology
Industrial Electronics Technology

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$32,873 (\$18.00/hour) at entry level and \$45,986 (\$25.18/hour) at scale maximum.

Note:

- Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.

LABORATORY TECHNICIANS

As a laboratory technician, you would perform laboratory tests, trials, analyses and other chemical, physical or biological examinations on organic and inorganic matter. You would carry out microscopic readings, measures, mixtures, calculations, fusions, calcinations, distillations or other processes. You would prepare samples and culture environments. You would also prepare laboratory equipment for use.

Diplomas of college studies (DCS) that are generally accepted:

Francophone colleges:

Techniques d'inventaire et de recherche en biologie
Techniques de bioécologie
Techniques de diététique
Techniques de génie chimique
Techniques de laboratoire
Techniques de procédés chimiques
Techniques de santé animale
Techniques du milieu naturel option laboratoire de biologie
Technologie d'analyses biomédicales
Technologie des procédés et de la qualité des aliments

Anglophone colleges:

Animal Health Technology
Biomedical Laboratory Technology
Laboratory Technology

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$33,604 (\$18.40/hour) at entry level and \$45,986 (\$25.18/hour) at scale maximum.

Note:

- Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.

A wooden gavel with a polished, dark brown finish is positioned diagonally across a white marble surface. The gavel's head, featuring three rounded segments, is in the upper right, while its handle extends towards the bottom right. The marble surface has subtle grey veining. A semi-transparent blue rectangle is overlaid on the left side of the image, containing white text.

**SOCIAL,
EDUCATIONAL
AND LEGAL
SERVICES**

CINEMA INSPECTORS

The Régie du cinéma is a government agency whose mandate is, in accordance with the *Cinema Act*, to monitor and control the exhibition of cinematographic works in Québec. The mission of the Régie is to classify films in order to inform the public and protect youth from works that could be disturbing to them, by ensuring that the content of films not adversely affect public order. The Régie controls distribution rights, as well as the renewal, suspension or revocation of licences to provide a framework for certain commercial activities. The Régie inspects establishments governed by the Act.

As a cinema inspector, you would conduct inspections of public places where films are exhibited and retail video businesses in order to ensure compliance with the Act and its regulations. You would carry out investigations and verifications regarding the application of that law in order to establish direct or circumstantial proof of an infraction. You would carry out searches and seizures of films, draft the documents required for legal proceedings, as well as the notices of infraction and prepare the file to be submitted to the attorney general. If needed, you would provide testimony in court. You would carry out inspections in certain bookstores, in accordance with the standards set forth by the Ministère de la Culture et des Communications. You would draft administrative and control reports. Note that the position requires regular travel in the province of Québec.

Diploma of college studies (DCS) that is generally accepted:

Francophone colleges:

Techniques d'éducation spécialisée
Techniques d'intervention en délinquance
Techniques de travail social
Techniques juridiques
Techniques policières

Anglophone colleges:

Paralegal Technology
Police Technology
Social Service
Special Care Counselling

Agency offering employment:

The Régie du cinéma in all the administrative regions of Québec.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$29,842 (\$16.34/hour) at entry level and \$44,379 (\$24.30/hour) at scale maximum.

Notes:

- *At the start of the employment, you must have a valid class 5 driver's licence.*
- *Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.*

CORRECTIONAL SERVICE OFFICERS

As a correctional service officer, you would administer court decisions concerning offenders while promoting the development of their sense of responsibility and social reinsertion in accordance with individual rights and liberties. You would intervene with incarcerated persons using an approach based on respect of individuals. You would monitor these persons by ensuring discipline and security and, to this end, you may be called upon to intervene physically. You must have large capacity for adaptation and facility to handle stress. You must also be dynamic and interested in working in a team.

Additional information about correctional service officers can be found on the Web site of the Ministère de la Sécurité publique at the following address:
[\[www.msp.gouv.qc.ca/reinsertion\]](http://www.msp.gouv.qc.ca/reinsertion).

Diplomas of college studies (DCS) that are generally accepted:

Francophone colleges:

Techniques d'éducation spécialisée
Techniques d'intervention en délinquance
Techniques d'intervention en milieu carcéral
Techniques de travail social
Techniques policières
Techniques spécialisées en services correctionnels

Anglophone colleges:

Police Technology
Social Service
Special Care Counselling
Youth and Adult Correctional Intervention

Department offering employment:

The Ministère de la Sécurité publique

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Salary:

The salary is \$19.25/hour at entry level and \$26,94/hour at scale maximum.

Notes:

- *Prior to being hired, candidates that are chosen must undergo a medical examination and be subject to a security screening program and a verification regarding their moral standing. The positions to be filled are regular on-call part-time positions (minimum of 1,248 guaranteed annual hours) and casual on-call part-time positions. The work is distributed over three eight-hour shifts (day, evening, night) and seven days a week.*
- *Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.*

CLAIMS OFFICERS

As a claims officer, you would work at the Commission de la santé et de la sécurité du travail (CSST) or the Société de l'assurance automobile du Québec (SAAQ).

At the CSST, you would work for the Service du soutien opérationnel, in order to compensate for absences among claims officers or respond to work overloads in claims in the 21 regional directions of the CSST, located in all the administrative regions of Québec. As a result, you would be called on to travel regularly in the province in order to replace and support officers in carrying out their duties. You would assess the admissibility of claims for compensation for injured workers, process the payment of claims in accordance with legal standards and administrative procedures in effect, perform the medical follow-up and the follow-up of the worker's return to work, as well as the follow-up regarding disputed matters.

At the SAAQ, you would determine the admissibility of persons and handle files involving social security benefits. You would analyze the files of victims of automobile accidents. You would establish claims to be paid under the *Automobile Insurance Act*, as well as the regulations, directives and procedures in effect. In addition, you would ensure the payment of claims and provide necessary information to victims or any other person authorized and affected by a claim settlement.

Diplomas of college studies (DCS) that are generally accepted:**Francophone colleges:**

Archives médicales
Conseil en assurances et en services financiers
Soins infirmiers
Techniques d'éducation spécialisée
Techniques d'intervention en délinquance
Techniques de réadaptation physique
Techniques de recherche sociale
Techniques de travail social
Techniques juridiques
Techniques de comptabilité et de gestion
Techniques d'orthèses et de prothèses orthopédiques
Soins préhospitaliers d'urgence

Anglophone colleges:

Nursing
Paralegal Technology
Social Service
Special Care Counselling
Accounting and Management Technology
Prehospital Emergency Care

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, at the Commission de la santé et de la sécurité du travail and at the Société de l'assurance automobile du Québec.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$34,280 (\$18.77/hour) at entry level and \$48,013 (\$26.29/hour) at scale maximum.

Note:

- *Once named to a position, you will have one year less a day to demonstrate that you have obtained the required diploma.*

FRAUD INVESTIGATORS

As a fraud investigator, you would investigate alleged or proven criminal or fraudulent matters. You would use investigative techniques to determine who is responsible for the offence. You would prepare the required reports – namely, the offence reports, certificates of conformity and occurrence reports in order to impose appropriate sanctions. You would carry out tailing or monitoring activities in order to gather proof for the investigation. In addition, you could be called upon to provide testimony in court.

Diplomas of college studies (DCS) that are generally accepted:

Francophone colleges:

Techniques d'intervention en délinquance
Techniques juridiques
Techniques policières

Anglophone colleges:

Paralegal Technology
Police Technology

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, at the Ministère de l'Emploi et de la Solidarité sociale and at Revenu Québec.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$35,741 (\$19.57/hour) at entry level and \$37,129 (\$20.33/hour) at scale maximum.

Notes:

- *Prior to hiring, an inquiry will be carried out with respect to the judicial record of candidates who are selected.*
- *Once named to a position, you will have one year less a day to demonstrate that you have obtained the required diploma.*

PARALEGALS

As a paralegal, you would carry out various technical tasks related to legal activities. You would assist professional staff in the analysis of legal files or in work related to the introduction of a legal claim. You would support staff assigned to handle correspondence in order to ensure the appropriateness of responses to clients. You would monitor the progress of files and manage the follow-up process, as needed. In addition, you would perform the data capture regarding pertinent information.

Diploma of college studies (DCS) that is generally accepted:

Francophone colleges:

Techniques juridiques

Anglophone colleges:

Paralegal Technology

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, at the Commission des lésions professionnelles, at the Ministère de la Justice, at the Ministère des Ressources naturelles et de la Faune, and at the Tribunal administratif.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$30,408 (\$16.65/hour) at entry level and \$45,603 (\$24.97/hour) at scale maximum.

Note:

- *Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.*

RESEARCH, INQUIRY AND SURVEY TECHNICIANS

As a research, inquiry and survey technician, you would provide assistance to the teams of advisors in the realization of their respective mandates in such areas as inquiry, analysis and production of statistical data. More specifically, you would participate in statistical data analysis, its computer processing and its presentation using tables, graphics or a digest of readings. You would collaborate on documentary research work and on establishing data banks and statistics files. In the context of data collection, you might be called on to assist advisors in preparing questionnaires and in sampling management. In addition, you would assign the interviewers to various inquiries, ensure their supervision, validate the data and monitor quality control.

Diplomas of college studies (DCS) that are generally accepted:

Francophone colleges:

Techniques de l'informatique
option informatique de gestion
Techniques de recherche sociale

Anglophone colleges:

Computer Science Technology
(Administrative Data Processing)

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, at the Institut de la statistique du Québec.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$30,664 (\$16.79/hour) at entry level and \$46,041 (\$25.21/hour) at scale maximum.

Note:

- Once named to a position, you will have six months less a day to demonstrate that you have obtained the required diploma.

SOCIO-ECONOMIC ASSISTANCE OFFICERS

In accordance with the conferred mandate, you would work with citizens either in order to evaluate requests for employment assistance or financial assistance, or to collect amounts due to the Ministère de l'Emploi et de la Solidarité sociale.

With regard to evaluating requests for employment assistance, you would ensure the coordination of the service offer needed by the person in order to support his/her progress toward employment, as well as the liaison between various internal and external resources. To this end, you would meet with the person and proceed with the evaluation of his/her personal, professional, social and economic needs, in relation to the labour market. You would develop a case plan with the person, and agree to the necessary accompaniment. With regard to financial assistance, you would help the person to progress toward his/her integration in employment by means of payments of temporary financial assistance in order for him/her to be available to pursue finding employment. You would obtain or validate information and render decisions determining the allowance amounts to which the person is entitled. You would see to the payment of employment assistance allowances and additional costs within the context of the person's path to employment and render decisions regarding eligibility for allowances. You would ensure any financial follow-up necessary to the management of assistance that has been granted.

With regard to collecting amounts due, you would report to the Centre de recouvrement of the Ministère de l'Emploi et de la Solidarité sociale. As such, you would apply the ministerial policy regarding the collection of debts in compliance with the process in effect, the law and applicable regulations. You would establish solvency, negotiate agreements and submit files for forced application of enforcement measures. As needed, you would present the files for debt write-off and carry out appropriate monetary transactions. Together, the actions you would take would enable the Centre de recouvrement to formulate opinions and recommendations aimed at improving modes of operation, policies, regulation and legislation involving collection.

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Diplomas of college studies that are generally accepted:

Francophone colleges:

Conseil en assurances et en services financiers
Gestion de commerces
Techniques de comptabilité et de gestion
Techniques d'éducation spécialisée
Techniques d'intervention en délinquance
Techniques juridiques
Techniques de recherche sociale
Techniques de travail social

Anglophone colleges:

Accounting and Management Technology
Business Management
Paralegal Technology, Social Service,
Special Care Counselling

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, the Ministère de l'Emploi et de la Solidarité sociale.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$34 280 (\$18.77/hour) at entry level and \$48 013 (\$26.29/hour) at scale maximum.

Note:

- *Once named to a position, you will have six months less a day to provide proof of having obtained the required diploma.*
- *Prior to hiring, candidates may be asked to undergo a civil security screening program, a security investigation and a character inquiry.*

TOBACCO ACT INSPECTORS

As a Tobacco Act inspector, you would conduct inspections to see to compliance of measures regarding tobacco use by conducting, especially, visits on-site and to businesses targeted by the *Tobacco Act* (work environments and closed public gathering places), in accordance with the administrative and legal procedures in force. You would conduct inspections in order to monitor the respect of measures involving tobacco sales, promotion and publicity by conducting inspection visits (attempts to purchase tobacco products, inspection of aspects of publicity) with tobacco retailers. You would deliver, as needed, reports of any infractions further to the Act. You would inform the public and operators as to the procedural requirements of the Act. You would receive and handle complaints from the public. You might also be asked to provide testimony in court.

Diplomas of college studies (DCS) that are generally accepted:

Francophone colleges:

Conseil en assurances et en services financiers
Gestion de commerces
Techniques de comptabilité et de gestion
Techniques juridiques
Techniques policières

Anglophone colleges:

Accounting and Management Technology
Business Management
Paralegal Technology
Police Technology

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, at the Ministère de la Santé et des Services sociaux.

Salary:

The annual salary, calculated on the basis of 35 hours per week, is \$30,664 (\$16.79/hour) at entry level and \$46,041 (\$25.21/hour) at scale maximum.

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Note:

- *You must be available to travel frequently throughout the province and have flexibility in terms of the work schedule.*
- *Prior to being hired, candidates that are chosen must undergo the security screening program and a verification regarding their moral standing.*

**Capitale-Nationale
and Chaudière-Appalaches Regions**

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Fax: 418-646-4444

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33A, rue Gamble Ouest, RC 10
Rouyn-Noranda (Québec) J9X 2R3

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Fax: 819-763-3876

**Bas-Saint-Laurent
and Gaspésie-Îles-de-la-Madeleine
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337, rue Moreault, 2^e étage
Rimouski (Québec) G5L 1P4

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Fax: 418-727-3657

Côte-Nord Region

456, rue Arnaud, bureau 1.07
Sept-Îles (Québec) G4R 3B1

Phone: 418-968-9741
Fax: 418-964-8651

Estrie Region

200, rue Belvédère Nord, bureau 4.02
Sherbrooke (Québec) J1H 4A9

Phone: 819-820-3567
Fax: 819-820-3889

Mauricie and Centre-du-Québec Regions

100, rue Lavolette, bureau 301
Trois-Rivières (Québec) G9A 5S9

Phone: 819-371-6863
Fax: 819-371-3772

**Montréal, Laval, Laurentides, Lanaudière
and Montérégie Regions**

500, boul. René-Lévesque Ouest,
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Montréal (Québec) H2Z 1W7

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170, rue de l'Hôtel-de-Ville, bureau 8.700
Gatineau (Québec) J8X 4C2

Phone: 819-772-3043
Fax: 819-772-3349

**Saguenay-Lac-Saint-Jean
and Nord-du-Québec Regions**

3950, boulevard Harvey, bureau 3.00
Saguenay (Québec) G7X 8L6

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