



COLLEGE
RECRUITMENT
CAMPAIGN

Winter 2004

Call for candidates

January 26 to February 20, 2004

STUDENT HIRING
IN THE QUÉBEC PUBLIC SERVICE

A
**new
generation** joins
the Québec Public Service

Québec 



**COLLEGE
RECRUITMENT
CAMPAIGN**

WINTER 2004

Call for candidates

Reserve number 900R-4503002

Québec 

TABLE OF CONTENTS

INTRODUCTION	5
1. GENERAL ELIGIBILITY REQUIREMENTS	5
2. LIST OF ACCEPTED DIPLOMAS BY SECTOR OF COLLEGIAL STUDIES (DEC, TECHNICAL TRAINING)	5
Administration, commerce and computer technology	5
Agriculture and fisheries.....	5
Food services and tourism.....	5
Building and public works.....	5
Chemistry - biology	6
Communications and documentation	6
Electrotechnology.....	6
Land use planning and the environment	6
Mechanical manufacturing.....	6
Forestry and pulp and paper.....	6
Mines and site operations.....	6
Health services	6
Social, educational and legal services	6
3. DESCRIPTION OF JOB CLASSES BY AREA OF ACTIVITY	7
Administration, secretariat and computer technology	7
Agriculture and foods	9
Building, transport and public works.....	10
Communications, applied arts and documentation.....	13
Natural resources and the environment	14
Pure and applied sciences.....	16
Social, educational and legal services	17
4. HOW TO APPLY.....	20
5. APPLICATION PERIOD	20
6. EQUAL ACCESS.....	20
7. FOR FURTHER INFORMATION.....	20

INTRODUCTION

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

This brochure presents the call for candidates for the winter 2004 College Recruitment Campaign. It contains all the information you need regarding the reserve of candidates to give you access to the different career possibilities offered in the public service.

This reserve will be used to fill prospective casual and regular employment needs in all the Ministères and agencies, in all the administrative regions of Québec. Persons who meet the eligibility requirements of the reserve and who successfully pass the evaluation will be registered, according to their course of study, on one or more lists of declaration of competence.

Are you interested in meeting challenges? If so, then read on!

1. GENERAL ELIGIBILITY REQUIREMENTS

To be eligible for college recruitment, you must meet one of the two following requirements:

A. You must be a full- or part-time student and be in the process of completing the last year of collegial studies required for the diploma accepted by the reserve.

OR

B. You must already have one of the diplomas of collegial studies accepted by the reserve and still be studying on a full-time basis.

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

2. LIST¹ OF ACCEPTED DIPLOMAS BY SECTOR OF COLLEGIAL STUDIES² (DEC, technical training)

Administration, Commerce and Computer Technology

Business Administration
Computer Science
Office System Technology

For francophone colleges:

*Administration et coopération
Techniques administratives
Techniques de bureautique
Techniques de l'informatique*

Agriculture and Fisheries

Animal Technology
Farm Management and Technology

For francophone colleges:

*Exploitation et production des ressources marines
Gestion et exploitation d'entreprise agricole
Paysage et commercialisation en horticulture ornementale
Techniques de santé animale
Techniques équinés
Technologie de la production horticole et de l'environnement
Technologie des équipements agricoles
Technologie des productions animales
Transformation des produits de la mer*

Food Services and Tourism

Food Service and Restaurant Management

For francophone colleges:

*Techniques de gestion des services alimentaires et de restauration
Technologie de la transformation des aliments*

Building and Public Works

Architectural Technology
Building Systems Engineering Technology
Civil Engineering Technology

For francophone colleges:

*Sécurité incendie : 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*

¹ Due to the variations that exist between the names of diplomas in English and French, this brochure includes both lists.

² Other diplomas of collegial studies directly related to the duties may also be accepted.

Chemical Technology

For francophone colleges:

Assainissement de l'eau
Assainissement et sécurité industriels
Techniques de chimie analytique
Techniques de chimie-biologie
Techniques de génie chimique
Techniques de procédés chimiques

Communications and Documentation

Graphic Design
Information and Library Technologies

For francophone colleges:

Art et technologie des médias
Graphisme
Infographie en préimpression
Techniques de la documentation
Techniques de l'impression
Techniques d'intégration multimédia

Electrotechnology

Computer and Digital Systems Technology
Electronics Engineering Technology
Engineering Technologies
Industrial Electronics Technology

For francophone colleges:

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

Land Use Planning and the Environment

Ecological Technology

For francophone colleges:

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

Mechanical Manufacturing

Mechanical Engineering Technology

For francophone colleges:

Techniques de génie mécanique
Technologie du génie industriel

Forestry and Pulp and Paper

For francophone colleges:

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

Mining and Site Operations

For francophone colleges:

Exploitation
Géologie appliquée
Minéralurgie

Health Services

Medical Laboratory Technology

For francophone colleges:

Archives médicales
Techniques d'analyse biomédicale
Techniques de diététique
Technologie de laboratoire médical

Social, Educational and Legal Services

Correctional Intervention
Paralegal Technology
Police Technology
Social Service
Special Care Counselling

For francophone colleges:

Techniques d'éducation spécialisée
Techniques d'intervention en délinquance
Techniques de recherche, enquête et sondage
Techniques de travail social
Techniques juridiques
Techniques policières

3. 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

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 the Ministère. 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.

Diplomas of collegial studies (DEC) that are generally accepted:

Francophone colleges: Administration et coopération; Techniques administratives.

Anglophone colleges: Business Administration.

Departments and agencies offering employment:

Ministère du Revenu in all the administrative regions of Québec.

Salary: The annual salary, calculated on the basis of 35 hours per week, is \$32,618 (\$17.86/hour) at entry level and \$44,744 (\$24.50/hour) at scale maximum.

☞ Once named to a position, you will have one year less a day to provide proof of having 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.

Diplomas of collegial studies (DEC) that are generally accepted:

Francophone colleges: Techniques administratives option assurance.

Anglophone colleges: Business Administration (Insurance).

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 \$27,705 (\$15.17/hour) at entry level and \$35,083 (\$19.21/hour) at scale maximum.

☞ Once named to a position, you will have six months less a day to provide proof of having 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.

This competition is intended to fill prospective casual or regular secretariat – desk officer, class 1 positions in various departments and agencies in all the administrative regions of Québec.

Diplomas of collegial studies (DEC) that are 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 \$31,467 (\$17.23/hour) at entry level and \$33,458 (\$18.32/hour) at scale maximum.

☞ Once named to a position, you will have six months less a day to provide proof of having 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.

This competition is intended to fill prospective casual or regular employment positions in various departments and agencies in all the administrative regions of Québec.

Diplomas of collegial studies (DEC) that are generally accepted:

Francophone colleges: Administration et coopération; Techniques administratives option finance ou gestion ou assurance.

Anglophone colleges: Business Administration (Finance or General Administration or Insurance).

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 \$28,088 (\$15.38/hour) at entry level and \$42,133 (\$23.07/hour) at scale maximum.

☞ Once named to a position, you will have one year less a day to provide proof of having obtained the required diploma.

Medical archivists

As a medical archivist, you would validate of the assessment of permanent sequela of injured clientele. You would codify injuries and sequela 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 collegial studies (DEC) 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, Régie de l'assurance maladie du Québec et la Société de l'assurance automobile du Québec.

Salary: The annual salary, calculated on the basis of 35 hours per week, is \$28,088 (\$15.38/hour) at entry level and \$42,133 (\$23.07/hour) at scale maximum.

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

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 collegial studies (DEC) that are generally accepted:

Francophone colleges: Administration et coopération; Techniques administratives.

Anglophone colleges: Business Administration.

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 \$28,088 (\$15.38/hour) at entry level and \$42,133 (\$23.07/hour) at scale maximum.

☞ Once named to a position, you will have six months less a day to provide proof of having 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.

Diplomas of collegial studies (DEC) that are generally accepted:

Francophone colleges: Techniques de l'informatique.

Anglophone colleges: Computer Science.

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 \$31,759 (\$17.39/hour) at entry level and \$45,256 (\$24.78/hour) at scale maximum.

☞ Once named to a position, you will have six months less a day to provide proof of having 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 clientèle at the Ministère du Revenu. In the service de vérification et d'analyse fiscale, you would audit business documents and books of account; analyze files taking into consideration the taxpayer's or agent's 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 clientèle, 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 of the Ministère receive quality service, that tax laws are applied in a fair and equitable manner, and in order to contribute to a positive image for the Ministère.

Diplomas of collegial studies (DEC) that are generally accepted:

Francophone colleges: Techniques administratives option finance.

Anglophone colleges: Business Administration (Finance).

Departments and agencies offering employment:

The Ministère du Revenu in all the administrative regions of Québec.

Salary: The annual salary, calculated on the basis of 35 hours per week, is \$28,088 (\$15.38/hour) at entry level and \$42,133 (\$23.07/hour) at scale maximum.

☞ Once named to a position, you will have one year less a day to provide proof of having obtained the required diploma.



Agriculture and foods

Teachers in equine technology

As a teacher in equine technology, you would carry out activities involving planning, preparation and giving classes, laboratories and practical assignments in the context of teaching the regular programs and the programs intended for adults in the area of equine technology. You would evaluate students' acquisition of knowledge and guide their learning. You would occasionally handle files regarding adult education. You would participate in various committees, department meetings and other work groups related to institutional life.

Diploma of collegial studies (DEC) that is generally accepted:

Francophone colleges: Techniques équines.

Departments and agencies offering employment:

Ministère de l'Agriculture, des Pêcheries et de l'Alimentation and, in particular, the Institut de technologie agroalimentaire, Campus de La Pocatière.

Salary: The annual salary, calculated on the basis of 35 hours per week, is \$38,881 (\$21.29/hour) at entry level and \$59,188 (\$32.41/hour) at scale maximum.

☞ Once named to a position, you will have two years less a day to provide proof of having obtained the required diploma.

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 collegial studies (DEC) that are generally accepted:

Francophone colleges: Gestion et exploitation d'une entreprise agricole; Paysage et commercialisation en horticulture ornementale; Techniques de chimie analytique; Techniques de chimie-biologie; Techniques d'écologie appliquée; Techniques de diététique; Techniques de gestion des services alimentaires et de restauration; Techniques d'inventaire et de recherche en biologie; Techniques de santé animale; Techniques équines; Technologie de laboratoire médical; Technologie de la production horticole et de l'environnement; Technologie de la transformation des aliments; Technologie des équipements agricoles; Technologie des productions animales; Transformation des produits de la mer.

Anglophone colleges: Animal Health Technology; Chemical Technology; Ecological Technology; Farm Management and Technology; Food Service and Restaurant Management; Medical Laboratory Technology.

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, 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 \$30,371 (\$16.63/hour) at entry level and \$42,498 (\$23.27/hour) at scale maximum.

☞ Once named to a position, you will have one year less a day to provide proof of having 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 collegial studies (DEC) that are generally accepted:

Francophone colleges: Exploitation et production des ressources marines; Gestion et exploitation d'une entreprise agricole; Paysage et commercialisation en horticulture ornementale; Techniques de santé animale; Techniques équinnes; Technologie de la production horticole et de l'environnement; Technologie de la transformation des aliments; Technologie des équipements agricoles; Technologie des productions animales; Transformation des produits de la mer.

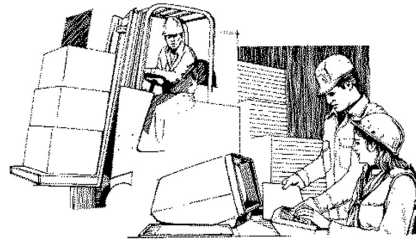
Anglophone colleges: Animal Health Technology; Farm Management and Technology.

Departments and agencies offering employment:

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

Salary: The annual salary, calculated on the basis of 35 hours per week, is \$30,371 (\$16.63/hour) at entry level and \$42,498 (\$23.27/hour) at scale maximum.

☞ 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

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 collegial studies (DEC) that are generally accepted:

Francophone colleges: Assainissement et sécurité industriels; Technologie de l'architecture; Technologie de la mécanique du bâtiment; Technologie du génie civil; Sécurité incendie option prévention.

Anglophone colleges: Architectural Technology; Building Systems Engineering Technology; Civil Engineering Technology.

Departments and agencies offering employment:

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

Salary: The annual salary, calculated on the basis of 35 hours per week, is \$31,376 (\$17.18/hour) at entry level and \$45,256 (\$24.78/hour) at scale maximum.

☞ Once named to a position, you will have one year less a day to provide proof of having 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 collegial studies (DEC) that are generally accepted:

Francophone colleges: Techniques d'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, the Ministère des Transports du Québec and the Ministère de l'Agriculture, des Pêcheries et de l'Alimentation du Québec (maritime regions of Cap-aux-meules, Gaspé and Sept-Îles).

Salary: The annual salary, calculated on the basis of 35 hours per week, is \$30,371 (\$16.63/hour) at entry level and \$42,498 (\$23.27/hour) at scale maximum.

☞ Once named to a position, you will have six months less a day to provide proof of having 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.

Diplomas of collegial studies (DEC) that are 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 \$30,371 (\$16.63/hour) at entry level and \$42,498 (\$23.27/hour) at scale maximum.

☞ Once named to a position, you will have six months less a day to provide proof of having 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, class and compile data concerning transactions involving immovables 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 collegial studies (DEC) 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, the Ministère des Transports du Québec.

Salary: The annual salary, calculated on the basis of 35 hours per week, is \$28,088 (\$15.38/hour) at entry level and \$42,133 (\$23.07/hour) at scale maximum.

☞ Once named to a position, you will have six months less a day to provide proof of having 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.

Diplomas of collegial studies (DEC) that are 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, the Ministère des Transports du Québec.

Salary: The annual salary, calculated on the basis of 35 hours per week, is \$30,371 (\$16.63/hour) at entry level and \$42,498 (\$23.27/hour) at scale maximum.

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

Industrial engineering technicians

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

Diploma of collegial studies (DEC) 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, the Ministère des Transports du Québec.

Salary: The annual salary, calculated on the basis of 35 hours per week, is \$30,371 (\$16.63/hour) at entry level and \$42,498 (\$23.27/hour) at scale maximum.

☞ Once named to a position, you will have six months less a day to provide proof of having 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 registry office. In addition, you would produce embankment plans, digital terrain models and expropriation plans based on information gathered by on-site teams.

Diploma of collegial studies (DEC) 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, the Ministère des Transports du Québec.

Salary: The annual salary, calculated on the basis of 35 hours per week, is \$30,371 (\$16.63/hour) at entry level and \$42,498 (\$23.27/hour) at scale maximum.

☞ Once named to a position, you will have six months less a day to provide proof of having 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 collegial studies (DEC) that are generally accepted:

Francophone colleges: Technologie de la mécanique du bâtiment.

Anglophone colleges: Building Systems Engineering Technology.

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, the Société d'habitation du Québec.

Salary: The annual salary, calculated on the basis of 35 hours per week, is \$30,371 (\$16.63/hour) at entry level and \$42,498 (\$23.27/hour) at scale maximum.

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



Communications, applied arts and documentation

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.

Diplomas of collegial studies (DEC) that are 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 \$27,851 (\$15.25/hour) at entry level and \$41,384 (\$22.66/hour) at scale maximum.

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

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 collegial studies (DEC) that are generally accepted:

Francophone colleges: Art et technologie des médias; Graphisme; Infographie en préimpression; Techniques de l'impression; Techniques d'intégration multimédia.

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 \$30,371 (\$16.63/hour) at entry level and \$42,498 (\$23.27/hour) at scale maximum.

☞ Once named to a position, you will have six months less a day to provide proof of having 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 collegial studies (DEC) that is generally accepted:

Francophone colleges: Technologie de la géomatique option cartographie.

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 \$30,371 (\$16.63/hour) at entry level and \$42,498 (\$23.27/hour) at scale maximum.

☞ Once named to a position, you will have six months less a day to provide proof of having 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 Website.

Diplomas of collegial studies (DEC) that are generally accepted:

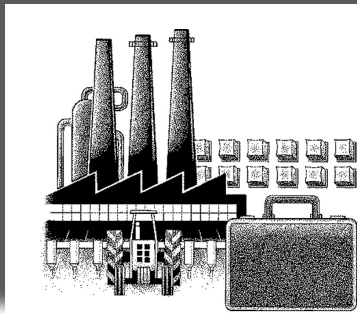
Francophone colleges: Art et technologie des médias; Techniques d'intégration multimédia.

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 \$27,851 (\$15.25/hour) at entry level and \$41,384 (\$22.66/hour) at scale maximum.

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



Natural resources and the environment

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 collegial studies (DEC) that are generally accepted:

Francophone colleges: Exploitation et production des ressources marines; Techniques d'aménagement cynégétique et halieutique; 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, the Ministère de l'Environnement.

Salary: The annual salary, calculated on the basis of 35 hours per week, is \$30,371 (\$16.63/hour) at entry level and \$42,498 (\$23.27/hour) at scale maximum.

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

Water and sanitation technicians

As a water and sanitation technician, 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 and regulations and 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 problematics. You would respond to requests for technical information. In addition, you would provide technical assistance to staff concerned by environmental inquiries. You would carry out activities related to following up municipal water purification works; you would find out 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.

Diplomas of collegial studies (DEC) that are generally accepted:

Francophone colleges: Assainissement de l'eau; Assainissement et sécurité industriels; Exploitation; Géologie appliquée; Techniques d'écologie appliquée; Techniques d'inventaire et de recherche en biologie; Techniques de chimie analytique; Techniques de chimie-biologie; Techniques de génie chimique; 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 physique.

Anglophone colleges: Chemical Technology; Civil Engineering Technology; Ecological Technology; Engineering Technologies.

Departments and agencies offering employment:

Various departments and agencies in all the administrative regions of Québec and, in particular, the Ministère des Affaires municipales, du Sport et du Loisir and the Ministère de l'Environnement.

Salary: The annual salary, calculated on the basis of 35 hours per week, is \$30,371 (\$16.63/hour) at entry level and \$42,498 (\$23.27/hour) at scale maximum.

☞ Once named to a position, you will have six months less a day to provide proof of having 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 collegial studies (DEC) that is generally accepted:

Francophone colleges: Techniques d'aménagement du territoire.

Departments and agencies offering employment:

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

Salary: The annual salary, calculated on the basis of 35 hours per week, is \$30,371 (\$16.63/hour) at entry level and \$42,498 (\$23.27/hour) at scale maximum.

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

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 collegial studies (DEC) that are generally accepted:

Francophone colleges: Techniques du milieu naturel option aménagement et 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, the Ministère des Ressources naturelles, de la Faune et des Parcs.

Salary: The annual salary, calculated on the basis of 35 hours per week, is \$30,371 (\$16.63/hour) at entry level and \$42,498 (\$23.27/hour) at scale maximum.

☞ Once named to a position, you will have six months less a day to provide proof of having 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 collegial studies (DEC) that are generally accepted:

Francophone colleges: Exploitation; Géologie appliquée; Minéralurgie.

Departments and agencies offering employment:

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

Salary: The annual salary, calculated on the basis of 35 hours per week, is \$30,371 (\$16.63/hour) at entry level and \$42,498 (\$23.27/hour) at scale maximum.

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



Pure and applied sciences

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 collegial studies (DEC) that are generally accepted:

Francophone colleges: Techniques d'analyse biomédicale; Techniques de chimie analytique; Techniques de chimie-biologie; Techniques de diététique; Techniques de génie chimique; Techniques de procédés chimiques; Techniques d'inventaire et de recherche en biologie; Techniques du milieu naturel option laboratoire de biologie; Technologie de laboratoire médical; Technologie de transformation des aliments.

Anglophone colleges: Chemical Technology; Medical 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 \$31,047 (\$17.00/hour) at entry level and \$42,498 (\$23.27/hour) at scale maximum.

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

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 collegial studies (DEC) that are generally accepted:

Francophone colleges: Technologie de conception électronique; Technologie de l'électronique; Technologie de l'électronique industrielle; Technologie physique; Technologie de systèmes ordinés.

Anglophone colleges: Computer and Digital Systems Technology; Electronics Engineering Technology; Engineering Technologies; 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 \$30,371 (\$16.63/hour) at entry level and \$42,498 (\$23.27/hour) at scale maximum.

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



Social, educational and legal services

Socio-economic assistance officers

As a socio-economic assistance officer, you would work with citizens in order to assess their request for financial assistance, in accordance with existing laws and regulations. You would analyze situations and documents provided for reviewing requests. You would analyze situations and documents provided for reviewing requests. You would verify information with other departments and agencies, third-parties (banks, caisses, owners, etc.), by means of an interview with the client and, as needed, by referring for inquiry those files requiring further verification. All these elements of information would enable you to establish the client's eligibility in a respectful and fair manner. You would ensure the follow-up and control of the client's eligibility within a context in constant evolution. In addition, throughout the process, you would support the person in his or her social integration.

Diplomas of collegial studies (DEC) that are generally accepted:

Francophone colleges: Administration et coopération; Techniques administratives; Techniques d'éducation spécialisée; Techniques d'intervention en délinquance; Techniques de recherche, enquête et sondage; Techniques de travail social; Techniques juridiques.

Anglophone colleges: Business Administration; Correctional Intervention; 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, de la Solidarité sociale et de la Famille, the Ministère des Relations avec les citoyens et de l'Immigration and the Régie de l'assurance maladie du Québec.

Salary: The annual salary, calculated on the basis of 35 hours per week, is \$31,029 (\$16.99/hour) at entry level and \$43,411 (\$23.77/hour) at scale maximum.

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

Claims officers

As a claims officer, you would determine people's eligibility and handle social assistance files. You would analyze the files involving victims of traffic or work-related accidents. You would establish amounts to be paid under the Automobile Insurance Act or the Act respecting industrial accidents and occupational diseases, and existing regulations, guidelines and procedures. In addition, you would see to the payment of claims and provide any information required by victims, workers or any other person that is authorized and affected by the settlement of a claim.

Diplomas of collegial studies (DEC) that are generally accepted:

Francophone colleges: Archives médicales; Techniques administratives option assurance ou gestion industrielle ou personnel; Techniques d'éducation spécialisée; Techniques d'intervention en délinquance; Techniques de recherche, enquête et sondage; Techniques de travail social; Techniques juridiques.

Anglophone colleges: Business Administration (Industrial Management or Insurance or Personnel Management); Correctional Intervention; 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 Commission de la santé et de la sécurité du travail and the Société de l'assurance automobile du Québec.

Salary: The annual salary, calculated on the basis of 35 hours per week, is \$31,029 (\$16.99/hour) at entry level and \$43,411 (\$23.77/hour) at scale maximum.

☞ Once named to a position, you will have one year less a day to provide proof of having 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 collegial studies (DEC) that are generally accepted:

Francophone colleges: Techniques d'intervention en délinquance; Techniques juridiques; Techniques policières.

Anglophone colleges: Correctional Intervention; Paralegal Technology; Police Technology.

Departments and agencies offering employment:

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

Salary: The annual salary, calculated on the basis of 35 hours per week, is \$33,020 (\$18.08/hour) at entry level and \$34,298 (\$18.78/hour) at scale maximum.

- ☞ 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 provide proof of having obtained the required diploma.
-

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 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 collegial studies (DEC) that are generally accepted:

Francophone colleges: 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, the Ministère de la Santé et des Services sociaux.

Salary: The annual salary, calculated on the basis of 35 hours per week, is \$28,088 (\$15.38/hour) at entry level and \$42,133 (\$23.07/hour) at scale maximum.

- ☞ 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.
 - ☞ Once named to a position, you will have six months less a day to provide proof of having 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.

Diplomas of collegial studies (DEC) that are 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, the Ministère de la Justice, the Commission des lésions professionnelles, the Tribunal administratif and the Ministère des Ressources naturelles, de la Faune et des Parcs.

Salary: The annual salary, calculated on the basis of 35 hours per week, is \$28,088 (\$15.38/hour) at entry level and \$42,133 (\$23.07/hour) at scale maximum.

✍ Once named to a position, you will have six months less a day to provide proof of having 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.

Diploma of collegial studies (DEC) that is generally accepted:

Francophone colleges: Techniques de recherche, enquête et sondage.

Departments and agencies offering employment:

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

Salary: The annual salary, calculated on the basis of 35 hours per week, is \$28,088 (\$15.38/hour) at entry level and \$42,133 (\$23.07/hour) at scale maximum.

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

4. HOW TO APPLY ON RESERVE NUMBER 900R-4503002

Are you interested in the challenges offered? Do you think you meet the eligibility requirements? To apply, fill out the Offre de service – Recrutement étudiant form and be sure to indicate the reserve number **900R-4503002** in the space provided. Send completed applications, with all the required documents, to the nearest regional office of the Secrétariat du Conseil du trésor. For a list of regional offices, consult the back of the Offre de service – Recrutement étudiant form.

The Offre de service – Recrutement étudiant form is available on the Website of the Secrétariat du Conseil du trésor [www.tresor.gouv.qc.ca/etudiants] or in its regional offices. The form is also available in college placement services, offices of Communication-Québec, local employment centres and carrefours jeunesse-emploi.

Don't forget :

- to be sure you have indicated the reserve number **900R-4503002** in the appropriate space on the Offre de service – Recrutement étudiant form.
- to sign and mail your application so that it is received before the end of the application period (for more details, see section 5).
- to include all the required documents:
 - For eligibility requirement B (see page 5), a photocopy of the diploma and an official proof of your status as a full-time student issued by your educational institution.
 - For eligibility requirement B (see page 5), a photocopy of the diploma and an official proof of your status as a full-time student issued by your educational institution.
 - If you have obtained your diploma outside Québec, a copy of the education credential evaluation report (proof of equivalence) issued by the Ministère des Relations avec les citoyens et de l'Immigration.

5. APPLICATION PERIOD

The application period for the college recruitment campaign is **January 26 to February 20, 2004**. To be accepted, applications must be received at a regional office of the Secrétariat du Conseil du trésor no later than February 20, 2004, the end date for the current recruitment campaign ends.

6. EQUAL ACCESS

The government has implemented various measures in an effort to concretely demonstrate its orientation with respect to increasing the presence of under-represented groups within the Québec Public Service, including members of cultural communities, Anglophones, native persons, handicapped persons and women. The publication of calls for candidates contained in this brochure represents one way of reaching its objectives.

To know more about existing measures and programs, consult the section on access to equality (Accès à l'égalité) on our Website [www.tresor.gouv.qc.ca/egalite].

7. FOR FURTHER INFORMATION

Do you have any more questions? You can call us toll-free at **1 866 672-3460** or contact one of our regional offices (see the Offre de service – Recrutement étudiant form for addresses and telephone numbers).

You can also write to us at [recrutementetudiant@sct.gouv.qc.ca] or consult the Website of the Secrétariat du Conseil du trésor [www.tresor.gouv.qc.ca/etudiants].

It is important to provide a complete application. An incomplete application may be refused or lead to unnecessary processing delays.

www.tresor.gouv.qc.ca/etudiants

A
**new
generation** joins
the Québec Public Service

