



COUNTY OF NORTHERN LIGHTS

POLICY

JOB COMPETENCY

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PURPOSE

The purpose of this document is to define County of Northern Lights policy related to job competency throughout all levels of the organization.

SCOPE

This policy and procedure shall apply to and be communicated to all employees, contract employees, consultants, and contractors working for County of Northern Lights

POLICY

Competency is the ability of the worker to carry out a job with a certain, accepted level of expertise, knowledge, and physical capability. Job competency relates to the demonstration of various skills, aptitudes, and performance levels (mental and physical) as they are related to a specific position or job within County of Northern Lights (the Company). The County of Northern Lights standard of competence measures a worker's ability to perform specific activities at an agreed-upon level. The standards of competence lists the tasks and skills involved in doing a job, describes their safe and effective application in typical working conditions, and specifies the criteria that should be used to judge a worker's performance in that job/position.

The relationship between job competency and skill sets of an individual are vital for the right person to be placed within the correct working environment. When job competency is evaluated properly, both the company and its employees benefit. County of Northern Lights will provide, and its employees will participate in ongoing, periodic evaluations based on standards of competence developed using industry codes and regulations, as well as corporate peer relationships. The ongoing process of evaluating job competency helps both the company and its employees; quality of work performed is recognized as a base for professionalism and performance within the industry, respecting specific performance criteria.

QUALIFICATIONS

Minimum qualifications required to perform each role (combination of education and work experience) are outlined in each job description developed by County of Northern Lights. Job descriptions are communicated to and reviewed by every employee prior to position acceptance. Where required, the company obtains proper, authorized documentation from all personnel that appropriate qualifications are held prior to performing job-specific duties and/or executing position responsibilities.

New or transferred personnel are provided job-specific training related to roles and responsibilities, and tasks to be performed on a regular basis. Competency for performing new roles and responsibilities must be verified and appropriately documented by supervisory personnel prior to being allowed to work independently.

COMMUNICATION

As per the company's Safety Management System Manual, and corporate communication policy, all applicable policies and procedures are reviewed with all new employees prior to engaging in any work activities (during orientation) and annually with seasonal/returning employees (refresher training).

Chief Elected Official

Chief Administrative Officer