#### Agency Name - Position Inventory as of \_

NOTE: This is an inventory of the Positions not the people. If a position is vacant, it must be listed and info provided. Some staff may carry out the work of two positions. In this case, you would list both positions and split out what you pay that person between those two positions. All positions should be included - contract, term, casual, etc.

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Add Worker's Comp Costs Add Payroll Tax

Total Salary and Benefits \*\*\*\*\*

\*\*\*\*\* Total salary and benefit costs must agree with figure(s) shown on the Budget or audited Financial Statements, or be reconciled by way of explanatory notes.

### **Agency Name - Human Resources - DIA Staff Inventory**

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	Job Title	Funder	Category	Туре	Pay scale	Total paid hours	Actual FTE			Total Salary	Total Manda	atory Benefits	Total Group	Total	Total Sala and Benef
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\*\*\*\*\* Total salary and benefit costs must agree with figure(s) shown on the Budget or audited Financial Statements, or be reconciled by way of explanatory notes.

### **Agency Name Human Resources - CFS Staffing by Site**

# **Aboriginal Status of Agency Workforce**

Enter Data as at \_\_\_\_\_

Eliter Data as at						
Service Site	Total # of staff at the site	# of staff who are members of the service site community	# of staff who are members of one of the FN that the agency serves	# of staff who are members of another Manitoba FN	# of staff who are members of a FN from outside of Manitoba	# of staff who are non-Aboriginal

# Agency Name - Human Resources - Turnover

					TURN	OVER RAT	 E						
Category	Position title	Position Location	Aboriginal status of exiting employee	Was exiting employee working in home community	Reason for Leaving		ate of departu	re	Da	te position re-f	illed	Aboriginal status of new hire	Is new hire working in own community
				Community		Day	Month	Year	Day	Month	Year		
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# Agency Name - Human Resources - Turnover

Vacancies within total staff	Mar 31/2010	May 31/2010
as at Mar 31/2010		
as at May 31/2010		
as at Aug 31/2010		

# Agency Name - Human Resources - Staff Training and Education

### List the staff training and education programs provided by the Agency.

	Training Course Name	Sites	Main Target Group	Who did the training?
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### Agency Name - Human Resources - Staff Training and Education

List the staff training and education programs that Agency used in \_\_\_\_\_other than agency own training

	Training Course Name	Sites	Main Target Group	Who put on the training?
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### **Agency Name - Human Resources - Staff Qualifications**

#### **Academic Qualifications**

	# of	# of other	Total # of	# with BSW /	# currently	# with related	Other Certificate	CFS Diploma	# currently	# currently
	mandated	staff	staff	MSW / BISW /	enrolled in	degree: B.Ed;	/ Diploma / Gr.	Yellowquill	enrolled in	enrolled in U of
	Staff (include	(include		Ph.D social	BSW / MSW /	M.Ed.; BA;	12		Yellowquill CFS	M CFS Diploma
	supervisors	admin,		work	Ph.D.	B.Sc., Family			Diploma	or certificate
	and ED;	finance, etc.)				Studies				program
	middle									
	managers as									
	appropriate)									
as at:										

	Social work	Finance /	
	Staff	Admin /	
		Other staff	
as at:			

#### **Workforce Qualifications Standard**

	with DLW2	New Hires with DLW2 Provisional
in 09/10		TTOVISIONAL

	Staff with Aborig Status	Non- Aboriginal staff	Total
as at:			