

## New

Ministry

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

1GX Center of Excellence (CoE) manages and oversees the performance of the Government of Alberta's (GoA) enterprise resource planning (ERP) solution, 1GX. The CoE has overall accountability for service delivery and associated contract and vendor relationship management. 1GX is the core ERP solution for GoA functional areas including human capital, supply chain, financial, and treasury management. 1GX CoE also provides strategic leadership for the ongoing enhancement and development of 1GX applications to meet the GoA's evolving mission and continually changing business environment. This team oversees the Electronic Records Access (ERA) is an Enterprise wide business application which serves as the electronic version of the employee personnel file. ERA contains personal, benefit and job related employee information which means confidentiality and security is an essential component in protecting the privacy of employee data

Reporting to the 1GX Senior Security Analyst, provides analysis, leadership, advice, and recommendations in support of 1GX/ERA operations and the 1GX/ERA production/non production environments. The position is considered an expert in their functional area with specialized knowledge in Security, Governance, Risk & Controls (GRC), ERA. The 1GX Security Analyst performs highly complex security control and supports the daily ongoing maintenance and operations of all 1GX/ERA systems. This position is part of a team that are responsible for the security of the data in its realm of control including but not limited to 1GX, ERA and Imagis cloud including all associated environments. The position

develops comprehensive business requirements to inform solutions by working closely with stakeholders to develop an in-depth understanding of the business needs and their goals in effectively and efficiently administering ERA Administration and 1GX HCM/Payroll, Learning Management System (LMS) or Finance/SCM security services. The position created, updates, clarifies and interprets security guidelines, policies, and regulations. Maintains security access and processes related to the daily operations in the areas of Finance, Human Capital/Payroll, and Supply Chain Management in multiple systems and environments. This position will assist the 1GX Senior Security Analyst conduct the STRA activity (Security Threat and Risk Assessment) for new or significantly modified information systems and during planning, development and implementation. A review and updated STRA must be conducted throughout the life of an existing information system for any significant or material change(s) and must also consider any previously identified risks.

Working with IT - ADS and GOA Security teams, this position guides and problem solves on 1GX daily access issues for new hires and transfers and terminated users. The position identifies analyses and resolves issues affecting the 1GX GRC and ERA production systems and communicates statuses and updates to the users and business owners. This position engages with a large number of internal and external stakeholders, proactively establishing effective working relationships within the division and ministry, client ministries, agencies, and service providers. The position also provides specialized advice and issue resolution to escalated issues. The position also works closely with the system integrators for both ERA and 1GX. Works with ERA Contact manager working on the development of the RFP and evaluation to determine the new Service provider for ERA

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

- **Supports 1GX security administration services for designated applications,**
  - Ensure centralized delivery and support of 1GX/ERA security and controls and that GoA's data is protected per CISO, POPA requirements.
  - Assist to complete Security Threat and Risk Assessment (STRA) as required
  - Assist in the development of new mitigation plans and manage risk assessment with Process and Technology Excellence team as new processes and roles are implemented.
- Ensure user and role security including Governance, Risk & Controls (GRC) in production and User Acceptance Testing (UAT) environments.
- Supports in the provision of security and access services to client ministries and agencies, ensuring appropriate authorizations are in place, approvals maintained for OAG audit purposes, and troubleshooting and assistance Provided to clients as required.
- This role assist in creating/maintaining policy around how Elevated/Firefighter access should be provisioned and be responsible for maintaining/reviewing the access that FFIDs have in the system.
- This role needs to understand the end to end processes around how security is provisioned throughout the systems (all of them - Ariba, Kyriba, S4, Concur, SF, etc.)
- Coordinate the delivery of security services for but not limited to: Position Security Administration, Workplace Administrator maintenance, LMS, User and role Security including Governance Risk & Control (GRC) framework, and UAT user access, 1GX Access Management and 1GX iSuite integration (mapping) for all 1GX clients.
- This role will be responsible for setting up users with UAT access in the non-production environments (QA, PRJ, etc.) This will include; setting up positions with GRC roles in these environments, coordinating with internal users on what their UAT security requirements are when they need access to these environments, maintaining the testing user IDs for these environments, setting up and maintaining security policies around the provisioning of these UAT accounts and protecting UAT data (eg UAT environments or any data that could be damaging to the GOA if someone malicious gain unauthorized access to the system)
- This role is responsible for system and user security for Electronic Records Access (ERA) which contains employee files and payroll data.
- This role is responsible for the development and maintenance of the ERA system, including ongoing enhancements and upgrades to the system.

- Where new or enhanced business applications are being implemented for 1GX GRC or ERA:
  - Create Systems test strategy, plans, and test scripts
  - Conduct systems testing on all aspects of the functionality including business processes, information access, site links, security, navigation, reporting, etc.
  - Develop user acceptance testing strategy and plan.
  - Manage UAT process - determine participants, provide tester training and manage issue resolution process. Identify where Decision and Change requests are required and complete the documentation.
  - Develop security safeguards/templates/controls to ensure access to information systems are protected against unauthorized users, the amount of access provided is appropriately aligned with the business requirements, and in accordance with legislation and policies.
  - Identify and document conversion requirements.
  - Identify and manage production transition issues
- Coordinate the access security for other systems outside of 1GX i.e.: IMAGIS cloud.
- Create new guidelines and/or provide guidance on updating established policies and guidelines.
- Investigate analyze to find a resolution of 1GX GRC production system issues and communicate statuses and updates to business and information excellence stakeholders.
- This role will oversee the creation of entirely new GRC roles for ministries that are created or merged to support the machinery of government.
- This role be responsible for taking action on pending GRC requests that require role assignment approver or risk owner intervention. For example - a Role Assignment approver erroneously approved a GRC role and needs the request rejected, or approving/rejecting roles on their behalf with SFO approval, etc.
- Review of access requests to ensure appropriate approvals and authorizations are in place from client ministries and agencies.
- Ensure appropriate recommendations for access are made in relation to roles of employees.
- Coordinate submission of security access / ID requests to the application service provider and associated notification of client ministries and agencies, once requests, are completed.
- Ensure access and roles assigned to employees are monitored and reports are provided to client ministries and agencies for verification of access.
- Ensure that security administration operating processes and procedures are fully documented and maintained.
- Create and produce reports for Security mass changes, mitigation review, role review, and role reconciliations.
- Ensure audit trails are maintained, annual security audits are conducted, mitigated risks are reviewed and updated, and discrepancies are corrected and accounted for.
- Respond to internal and external auditor requests.
- Identify and develop 1GX committees then participate in / or lead eg Ministry Security coordination/role approver
- This role be responsible for security and working closely with the reporting and analytics team in the HCM Report Center or QM4 tools. this role need to understand what reports contain PII in them to ensure that users are not accidentally given access to PII data through their reporting access, maintain security permissions in the HCM Report Center. Will this role need to determine whether someone is allowed to receive access to a query that could be used to pull PII/sensitive data.
- This role be responsible for the maintenance and issues concerning all of the workflow groups in SuccessFactors.
- **Supports in providing security administration; provide expert advice, guidance, and address complex and escalated issues.**
  - Point of contact for incidents, issues, and operational questions for 1GX Security, 1GX Access, GRC and ERA within relevant stream that could not be addressed by the lower support tiers.
  - Investigate escalated incidents and issues raised and engages the relevant clients and stakeholders to achieve

a clear definition of the problem.

- Determine the appropriate impact and priority level.
  - Facilitate the maintenance and operations of both the 1GX GRC production environment and ERA environments working closely with the 1GX system integrator and ERA service provider, and lead follow up action items with appropriate contact, as require
  - Ensures that proper security, controls, and risks are maintained during development, configuration, testing and release of any new changes in the system.
  - Under the guidance of the Manager, provide ongoing analysis to identify changes required.
  - Perform a formative and summative evaluation approach and lead qualitative and quantitative evaluation methods, as well as the gathering, coding, and analysis of evaluation data.
  - Design and provide periodic compliance reports to senior leadership on progress and key point indicators.
  - Engage and consult with the stakeholder community to identify needs and to ensure that business needs are considered, issues are addressed, and complex problems are resolved.
  - Gather and communicate status and metrics to Manager.
  - Provide expert advice and recommendations to ensure the continuous improvement and information excellence.
  - Partner with relevant stakeholders to resolve issues.
  - Actively promote best practices in the security and privacy of personal information and data; make recommendations to improve processes and procedures where necessary.
  - Assist in completing threat and risk assessments for any new projects or changes to business processes.
- **Provide guidance, mentorship, training, and supervision for junior unit staff.**
    - Provide sound, supportive, and effective guidance to Information Excellence staff, including support for innovation, professional excellence, self-development, and learning.
    - Working with the Manager, provide support for professional development opportunities (support performance plans, training and development plans, succession plans).
    - Support principles and team values including respecting and empowering team members, accountability for actions, integrity, innovation, and continuous improvement to achieve excellence.

## Problem Solving

Typical problems solved:

The role is challenged with providing advice and operational support for security related issues. This includes ensuring data security for different functional areas and systems, including 1GX (Finance, HCM/Payroll, LMS, Supply Chain Management), Imagis and ERA. This requires a breadth and depth of knowledge and the ability to apply a systems thinking approach to addressing issues. This role is expected to apply critical thinking and to question the solution provider to ensure systems are meeting the needs of clients and users. This role may lead, or coordinate projects and works with various ministries requiring knowledge of several different technical areas and government processes. Due to the integrated nature of the 1GX solution and processes, the position operates in multi-stakeholder environment and is required to collaborate and liaise with functional and technical teams within 1GX as well as other stakeholder groups such as Public Service Commission, Treasury Board and Finance, Ministry Role Approvers, SFO's etc. This role would also be expected to collaborate with peers in other branches (Process and Technology Excellence, Change

Management, Communications, etc.)

This role is part of a team that will be addressing unstructured and new issues.

Types of guidance available for problem solving:

The position works independently and is expected to lead complex and large projects. This role does have access to the Manager, Information Excellence for assistance as well as other Managers or staff that specialize in Finance, SCM, HCM/Payroll or LMS.

Direct or indirect impacts of decisions:

The work is critical to ensure data in multiple applications and environments are secure. Risks in the system are identified and with SFO and mitigated and reviewed annually. Accesses are granted in all the in multiple applications and environments are secure. If the employees do not have access to 1GX upon hire they have the potential of missing the Benefit enrollment timeline critical, this position monitors, investigated and manually updates the Active directory This role has significant internal stakeholder reach - all APS employees, Contractors in the 1GX systems are users and have roles within the 1GX system. Everyone who in paid out of 1GX has a file in ERA that need to be maintained with the appropriate security levels.

## Key Relationships

Major stakeholders and purpose of interactions:

- 1GX application users, including managers, employees, contractors, 1GX Role Approvers, SFO's - daily or as needed - Provide Security and GRC advice and expertise; identify and respond to requirements; provide briefings, updates, and information; respond to and resolve issues.
- ERA application business users, including Human Resources, Pay and Benefits, OAG, ILO's Ministry Auditors - daily or as needed - Provide advice and expertise; identify and respond to requirements; provide briefings, updates, and information; respond to and resolve issues.
- Service Providers - ongoing - influence, negotiate, build consensus, and obtain commitment of others, including developing support for 1GX Security, GRC and ERA change initiatives.
- 1GX COE Team - Process & Technology Excellence, Strategic & Operational Excellence and other members of the Business & Information Excellence team
- Other stakeholders and shared service functions across the GOA e.g., Treasury Board and Finance; Public Service Commission; Service Alberta - Digital Delivery and Innovation and Technology Support Operations, Office of the Controller, Pay and Benefits, GoA ministries, Agencies & Boards, other external government entities e.g., Independent Legislative Offices (ILO),

## Required Education, Experience and Technical Competencies

Education Level

**Bachelor's Degree (4 year)**

Focus/Major

2nd Major/Minor if applicable

Designation

If other, specify:

**plus 2 years progressively responsible related experience**

Job-specific experience, technical competencies, certification and/or training:

Requires a demonstrated knowledge and experience with:

- Strong computer knowledge, including Java, Microsoft Office Document Imaging (MODI), Documentum

- Strong knowledge of technical systems such as software applications, networks, security issues, and system testing.
- Strong knowledge of regulations and policies related to records management.
- Strong knowledge of reporting tools such as Documentum Query Language (DQL), Delilah for ECM Documentum, SAP QM 4 reporting, SuccessFactors reporting, GRC Reporting tools.
- Strong knowledge of a variety of common office software (Visio, PowerPoint, Excel, Word, MS Project, etc)
- Strong problem diagnosis and resolution skills
- Strong analytical and organizational skills to follow through on issues
- Good interpersonal communication skills
- Good client relations skills to develop and maintain an effective working relationship
- Good written and verbal business communication skills
- Good time management skills and ability to manage multiple priorities and stakeholder groups
- Basic knowledge of system principles, practices, and processes
- 1GX applications and data and the interaction between various modules and components of applications (e.g., HR, SCM, Finance).
- Strong understanding of all 1GX roles in all the areas of the system
- Strong understanding of how the Positions, user profiles access and roles are replicated throughout the 1GX system
- Data compliance methodologies and considerations.
- Knowledge of project planning and management methodologies and best practices, including those related to planning, project management, resource management, risk analysis, controls, change and issues management, and progress monitoring and reporting.
- Strong research, analytical and interpretive abilities in order to provide sound advice, interpretation, and guidance on the application of the 1GX programs.
- Ability to analyze complex issues, including problem solving skills and ability to provide possible outcomes or solutions.
- Strong oral and written communications in order to make oral and written presentations and deliver training to a variety of clients.
- Effective communication skills, including the ability to present information clearly and concisely in a manner that promotes understanding.
- Well-developed organizational and time management skills in order to work independently and in a team setting.

### Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		

<p>Agility</p>	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	<p>Is able to handle quick changes in direction from the policy or program level and to plan and deliver training programs at short notice in ever changing environment</p>
<p>Systems Thinking</p>	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	<p>Is able to see the impact of their work on the organization. Must be able to consider how their work impacts others and how the GoA adds value for clients and stakeholders through their work.</p>
<p>Drive for Results</p>	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	<p>Keeps the greater goal in mind at all times. Acknowledges the role has an important impact. Must be able to set goals and meet them. Must be able to adjust goals when needed and accept advice on reaching goals. Needs to be willing and able to course correct when needed.</p>

Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	<p>Is able to work in complex matrix of stakeholders. Needs to work with various SMEs, business process owners, vendors, consultants, and GoA employees. Needs to be a team player and accept that others know as much or more than they do.</p>
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	<p>Is able to break down a complex problem into its component parts and be open to suggestion from others. Needs to be able to contribute ideas for improving processes and adapt existing processes to address problems.</p>
Develop Self and Others	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Seeks out learning and knowledge-sharing opportunities:</p> <ul style="list-style-type: none"> <li>• Reflects on performance and identifies development opportunities</li> <li>• Takes initiative to stay current</li> <li>• Shares with the team even when not asked</li> <li>• Actively coaches and mentors direct reports</li> </ul>	<p>Provides guidance, mentorship, training. Proactively shares this learning with teammates and the Role Approver community. While the role does not supervise staff, it actively supports Role Approvers and colleagues by answering questions, walking them through complex access scenarios, and providing guidance that builds confidence and consistency in security decision-making.</p>

**Benchmarks**

List 1-2 potential comparable Government of Alberta: [Benchmark](#)