

New

Ministry

Treasury Board and Finance

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Senior Compensation Analyst

Requested Class

Job Focus

Supervisory Level

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:

The Provincial Bargaining and Compensation Office (PBCO) supports the government's fiscal, economic and policy priorities as an employer and funder, with respect to public sector bargaining and compensation. The PBCO provides specialized, evidence-based compensation and labour relations consulting services to the government and its employer partners to help align bargaining outcomes and public sector compensation across the public sector.

Reporting to the Senior Manager, Non-Union Compensation, the Senior Compensation Analyst position is accountable for ensuring a common, evidence-driven compensation policy is applied consistently across the public sector. The position is responsible for leading the development of a compensation framework for public agency board remuneration as well as for the oversight and administration of the non-union compensation framework for applicable public sector agencies. To be effective, the position conducts research and data analytics relating to board remuneration, non-union compensation, and union compensation to ensure alignment across Alberta's public sector.

Responsibilities

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

1. Board Remuneration

- Lead the development and maintenance of a clear and consistent board remuneration framework for the Alberta public sector using project management principles.
- Engage with department and agency stakeholders to obtain insight on the current state of board remuneration and to identify and resolve issues under the board remuneration framework.
- Research best practices and conduct cross-jurisdictional research to inform policy options.
- Lead the policy approval process and prepare briefing materials for senior leadership, relevant Committees, and Cabinet as required.

2. Non-union Compensation Framework

- Support the development and implementation of a non-unionized compensation policy, ensuring alignment with government's existing compensation policy pertaining to unionized labour.
- Develops resources, tools, and communications to support stakeholders in implementing the framework.
- Prepares directives for annual compensation range and in-range adjustments and supporting materials for briefing and implementation.
- Monitors best practices, trends and leading compensation theory, as a lens for potential application to or impact on the Government of Alberta.

3. Research and Analysis

- Conduct market analysis, gather market data, research market conditions and competitive practices, analyzing findings and developing recommendations consistent with the Government of Alberta's compensation philosophy.
- Provide support in the development of a database for non-unionized compensation across common benchmark jobs
- Analyze data and prepare reports for Senior leaders as needed to inform compensation planning.
- Prepares briefing and reports to highlight emerging compensation trends or issues to senior leaders.

4. Compliance, Assurance, and Audit

- Support the development of a compliance, assurance, and audit process and cycle under the non-union compensation framework.
- Conduct audits of compensation plans from client partners.
- Develop and maintain the audit processes and functions to ensure the compensation plans submitted are compliant to PBCO requirements.
- Review executive employment agreements to ensure compliance with legislation, directives, and policies.

5. Data Collection

- Support the development, implementation, and maintenance of a total compensation salary survey system, database, and other surveys as needed to gather total compensation data from employers.

- Identify where other data sources are required to augment PBCO collected data and provide expert advice on how this data can be obtained.
- Work with internal stakeholders and external partners to ensure the information collected is relevant to labour relations in the various sectors and Alberta context.
- Prepare survey results for external survey participants and engage with participants as necessary to explain the survey methodology, data, results, and processes.

Problem Solving

Typical problems solved:

The position deals with highly confidential and sensitive information and interacts with a diverse range of stakeholders. Creativity and problem solving is reflected in developing recommendations for compensation policies and research that meet the needs of government priorities, supports a coordinated system across the public sector, and considers the different compensation structures and HR practices in the various employers. Compensation research in a public sector labour relations environment is fundamentally integrative, requiring familiarity within compensation and employment relations, collective bargaining, and government decision-making spheres.

Types of guidance available for problem solving:

The Senior Compensation Analyst position needs to have proven skills in strategic and critical thinking on a broad scale, regarding the development and implementation of innovative and feasible solutions to complex problems. The Senior Compensation Analyst position must demonstrate the ability to develop potential solutions and recommendations within constrained timelines, with an ability to work independently in their role. Problem solving in this role often occurs through the provision of advice without the benefit of precedents. A high level of political acumen is also required to manage issues.

Direct or indirect impacts of decisions:

The Senior Compensation Analyst's leadership, analysis, direction and recommendations are provided to the Minister(s), Executive (in PBCO and across GoA), departments and public agencies to inform further compliance to legislation, as well as establish policy and regulatory changes that have provincial and agency specific impacts. The issues are often complex and require generation of options, as well as analysis to inform recommendations and decisions.

Key Relationships

Major stakeholders and purpose of interactions:

This position requires the individual to work with a variety of professionals and executives across all levels of government and outside of government. The ability to communicate information to a wide variety of people is as important as the information itself. The individual will be expected to conduct face-to-face meetings, attend meetings on behalf of the PBCO, engage in telephone and video discussions, and develop written correspondence. The individual must have the necessary decorum and political acumen to carry on complex conversations with board members and staff within public agencies, as well as executive leadership and department staff.

Additional detail provided below:

(i) Senior Manager

- Daily contact; Receive specific direction on compensation framework development, policy assignments and deliverables; provide analyses and options and develop briefings, Committee and Cabinet materials, and PowerPoint summaries for review and approval.

(ii) Executive Director

- Daily contact; Receive general direction and feedback on deliverables; provide advice and awareness to emerging issues; provide briefings, summaries and reports at a ministry level; present options and recommendations.

(iii) Branch Staff

- Daily; Maintain information sharing and communication channels; provide advice and guidance on compensation related issues; collaborate on branch projects; provide input to branch planning.

(iv) Division Staff

- As required; Project specific.

(v) ADM, Executive Team

- As required; Provide advice and awareness to emerging issues; present briefings, and provide options for resolution; highlight strategic policy priorities along with associated implications.

(vi) Executive Council

- As required; Provide briefings, Committee and Cabinet materials, and PowerPoint summaries.

(vii) Departments

- Ongoing regular contact; Maintain information sharing; Lead initiatives and projects as required; Research, develop, recommend and implement policy direction with respect to public agency compensation.

(viii) External (i.e., public agency and cross-jurisdictional contacts)

- Ongoing regular contact; Maintain information sharing; Lead initiatives and projects as required; Research, develop, recommend and implement policy direction with respect to public agency compensation.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other	Other	Other

If other, specify:

Knowledge of Human Resource functions and how it relates to compensation.

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

- Knowledge of public sector compensation, board remuneration, and public agency governance.
- Knowledge and understanding of the political environment and its implications.
- Knowledge of applicable Acts, Legislation, policies, directives and programs.
- Knowledge of research methodologies, techniques and procedures, including the application of qualitative and quantitative research methods and data analysis.
- Excellent written and verbal communication skills.
- Five years progressively responsible related experience or an equivalent combination of education and significant experience in a field related to the position, such as Human Resources.
- Ability to think strategically and critically on a broad scale in the development and implementation of innovative and feasible solutions.
- Strong research skills with the ability to maintain objectivity.
- Ability to multi-task with sometimes limited direction, while working in a dynamic political environment that requires adaptability and the ability to respond quickly to changing priorities.
- Experience working with multiple stakeholders on cross-government initiatives .
- Equivalencies (combination of experience and education) will be considered.

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		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: • Takes holistic long-term	Understands the unique needs of different areas and stakeholders when developing tools and resources and provides

		<p>view of challenges and opportunities</p> <ul style="list-style-type: none"> • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	support and advice as required.
Creative Problem Solving	○ ○ ● ○ ○	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>Identifies unique and creative solutions to deliver required products.</p> <p>Often provided with minimal information and required to develop documents and products in constrained timelines using innovation.</p>
Agility	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>Develops materials as required based on direction and feedback from departments, ADMO, and DMO.</p> <p>Incorporates feedback and identifies specific tools/ resources/ materials.</p>
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if 	Incorporate quality assurance processes into work to ensure accuracy.

not immediately accepted

- Reaches goals consistent with APS direction

Build Collaborative Environments



Involves a wide group of stakeholders when working on outcomes:

- Involves stakeholders and shares resources
- Positively resolves conflict through coaching and facilitated discussion
- Uses enthusiasm to motivate and guide others
- Acknowledges and works with diverse perspectives for achieving outcomes

Manages complex issues involving a range of stakeholders both internal and external to the GOA.