

## Update

Ministry

Treasury Board and Finance

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Senior Compensation Analyst

Current 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

#### Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

## Job Purpose and Organizational Context

Why the job exists:

The Provincial Bargaining Coordination Office (PBCO) is responsible for providing a disciplined, collaborative, long-term approach to public sector bargaining that achieves fair settlements for public sector employees that are consistent with the government's fiscal goals. The group makes accurate, objective market data available to bargaining teams in a timely fashion. A total compensation data framework will be a central element of PBCO's strategy to make objective market data available to support government's interests as employer and funder with respect to public sector bargaining in Alberta. The PBCO is involved in setting mandates across sectors; including Health, Education, Post-Secondary Institutions, and Alberta Public Service/Agencies.

Reporting to the Manager, Compensation Research and Analytics, the Senior Compensation Analyst position provides expert advice and leadership with respect to the development, implementation and maintenance of compensation data analytics, particularly in support of bargaining mandates and arbitration submissions. The systematic development of mandates using a centralized data framework is a new advancement in the Alberta Government and this position will be a key resource in developing and implementing the framework and related data collection, while developing strong relationships with internal and external partners. Key responsibilities include: design and analysis of salary surveys; operation of PBCO's annual Total Compensation Survey; conducting salary surveys, and; combining various sources of HR analytics and compensation data to support recommendations, quality control and decision making. Awareness of organizational design, job evaluation, compensation practices/policy and HR analytics is critical. In addition, the Senior Compensation Analyst will also provide support in the development and implementation of strategic compensation policy for non-unionized compensation across the broader public sector including Chief Executive Officers (CEOs), Executives, Management, Opted-Out, Excluded, and other non-unionized technical and professional staff.

## Responsibilities

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

### ○ **Compensation Research and Market Pricing**

- Play an active and leading role in expanding PBCO's evidence base for total remuneration (union and non-unionized labor), including base salaries, retirement, benefits, incentive plans, and other monetary/non-monetary elements, across the broader public sector and all employee levels. This includes driving appropriate market benchmarking analysis.
- Provide expert insight into data acquisition methods. Identify and recommend additional data sources required to augment PBCO's collected data. Support the RFP process as directed by management.
- Lead and conduct comprehensive market analysis, gather market data, research market conditions and competitive practices, deeply analyze findings, and develop strategic recommendations.
- Lead the development of a robust database for union and/or non-unionized compensation across common benchmark jobs.
- Lead cross-jurisdictional scanning initiatives to develop and support policy approaches and recommendations.
- Perform in-depth data analysis and prepare comprehensive reports for Senior Leaders to inform strategic compensation planning.

Develop and present detailed briefings and reports to highlight critical emerging compensation trends or issues to Senior Leaders.

### ○ **Compensation Framework**

- Lead the design, development, and implementation of compensation frameworks for union, non-unionized, and/or executive compensation across the broader provincial public sector. This includes directing the establishment of common compensation structures applicable across the

sector.

- Lead the development and approval of union, non-unionized, and executive compensation policy.
- Strategically monitor and review client compensation data plans to determine their effectiveness, policy compliance, and opportunities for enhancement.

Proactively monitor best practices, emerging trends, and leading compensation theory, evaluating their potential for strategic application.

#### **Client Consulting:**

- Provide expert advice, best practices, and strategic guidance to various sector representatives regarding compensation, data analytics benchmarking across sectors, and alignment to government policy direction.
- Possess the ability to expertly explain complex survey methodology, detailed data, comprehensive survey results, and intricate processes to participants, sector partners, and senior leaders.
- Lead interpretation and thoroughly explain PBCO's compensation market pricing and job evaluation frameworks, policies, and methodology to other jurisdictions and key clients.
- With leadership guidance, lead information and engagement sessions with internal and external stakeholders.
- Conduct audits of complex compensation plans from client partners to ensure accuracy and compliance.

Maintain and oversee the audit functions to ensure that compensation data, market adjustments, and supporting material submitted are fully compliant with PBCO requirements

#### **Total Compensation Survey Administration and Support:**

- Act as the subject matter expert and lead in the strategic design of the salary survey system and database to build an effective system for data gathering and reporting.
- Lead the development of the survey system, including overseeing testing, defining comprehensive requirements, providing strategic input to the design, and preparing project plans and matrices to track progress with developers.
- Lead the strategic determination of what information and questions should be asked in total compensation salary surveys to gather critical information for strategic decision-making and facilitate meaningful comparisons of total rewards strategies across sectors.
- Drive collaboration and engagement with internal stakeholders and sector partners to ensure collected information is highly relevant to Labour Relations in various sectors and the Alberta context.
- Oversee quality assurance and lead in-depth analysis of salary survey results, leveraging advanced HR knowledge and compensation expertise for comprehensive data analysis.
- Direct the development of benchmark thumbnail descriptions for inclusion in surveys.
- Serve as the primary expert to explain complex survey methodology, detailed data, survey results, and processes to participants, sector partners, and senior leaders.

Oversee the preparation and presentation of survey results for external survey participants.

#### **o Collective agreement analysis:**

- Provide expert interpretation of new and existing collective agreement clauses, determining their impact on bargaining and analyzing union proposals.

- Identify patterns or trends of clauses that are frequently raised in bargaining.
- Identify parallel applications of the same clause and provide comprehensive written summaries to the Senior Leadership Team (SLT).
- Lead in-depth research and provide advanced analytical support on collective agreements to strategically inform internal stakeholders (employer proposal evidence binders).

Prepare detailed summaries of complex contract provisions, identifying significant implications for operational practices and strategic decision-making

#### **Mandate/materials development:**

- Generate complex data reports in support of bargaining and compensation directives development, arbitration submissions, and other critical labour relations activities.
- Proactively identify causes of concern and risk areas, and build compelling supporting evidence material efficiently and under tight deadlines.
- Strategically support the development of high-impact briefings for key decision-makers, including Deputy Ministers, Ministers, the Premier, and the Cabinet Working Committee on Public Sector Compensation, to facilitate the approval of collective bargaining directives

#### **Maintenance of Products and Tools:**

- Oversee and ensure the integrity of compensation-related products, including the aging matrix, comprehensive lists of evidence-based benchmarks, and critical compensation data.
- Maintain, manage and analyze the decision log, project trackers, and other tracking sheets that tracks impacts on bargaining and compensation adjustments.

Proactively scan these maintained products and tools for commonalities or potential risks, using the data to inform broader compensation strategies.

#### **Environmental Scanning:**

- Lead research into best practices and conduct in-depth inter-jurisdictional research and analysis to remain comprehensively informed of trends and developments in compensation and classification. Identify any impacts to unions that impact PBCO clients bargaining and GTM analysis
- Proactively remain current and deeply informed of sector-specific issues, and recommend the review and evaluation of policies and programs related to total compensation in direct support of collective bargaining and associated directives.

Continuously monitor and analyze sector issues, proactively recommending the review and evaluation of policies and programs related to total compensation to strategically support collective bargaining and associated directives

#### **o Policy and program design:**

- Initiate and lead complex, high-impact strategic policy projects from conception through to full implementation (e.g., comprehensive pay system overhauls, major benchmark integration initiatives). This role holds full accountability for project success and strategic outcomes.

Proactively identify and conduct in-depth analysis of existing policy gaps, emerging needs, and strategic opportunities. This includes proposing solutions to mitigate risks and gaps.

#### **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 research that meet the needs of government priorities, supports collective

bargaining in a coordinated system and considers the different compensation structures and HR practice s 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:

- 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.

Although solutions may be discussed with colleagues, manager and senior management, the Senior Compensation Analysts is expected to be the subject matter expert in these conversations.

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 as well as 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 Ministers' Offices and department staff.

Additional detail provided below:

### (i) Manager

- Daily contact; Receive specific direction on survey maintenance and development, policy assignments and deliverables; provide analyses and options and develop briefings, Cabinet Reports and PowerPoint summaries for review and approval.

### (ii) 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, Cabinet reports 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, survey participants)

**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:

- Bachelors in a related discipline is required, degree in Human Resources Management or a similar field is considered a strong asset. Related certification (CCP, CEBS) is considered an asset.
- In-depth knowledge and experience in compensation, job evaluation/classification, as well as, human resource functions is required to develop and propose strategies and policies.
- Knowledge of central agency functionality, including its structures and processes.
- 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	○ ○ ● ○ ○	<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>Examples</p> <ul style="list-style-type: none"> <li>- Understands the unique needs of different areas when developing tools and resources and provides support and advice as required.</li> </ul> <p>Looks beyond the immediate, if cannot find the specific data or information identify the next best option</p>
Creative Problem Solving	○ ○ ● ○ ○	<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>Examples</p> <ul style="list-style-type: none"> <li>- Identifies unique and creative solutions to deliver required products.</li> <li>- Often provided with minimal information and required to develop documents and products in constrained timelines using innovation.</li> </ul>
Agility	○ ○ ● ○ ○	<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>	<ul style="list-style-type: none"> <li>- Develops materials as required based on direction and feedback from departments, ADMO, and DMO.</li> </ul> <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"> <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>Examples</p> <p>Incorporate quality assurance processes into work to ensure accuracy.</p>
Develop Networks	○ ○ ● ○ ○	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	<p>By building strong networks it will strengthen the quality assurance processes by gaining insights from stakeholders on whether a policy or methodology is supported.</p>
Build Collaborative Environments	○ ○ ○ ● ○	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> <li>• Involves stakeholders and shares resources</li> <li>• Positively resolves conflict through coaching and facilitated discussion</li> <li>• Uses enthusiasm to motivate and guide others</li> <li>• Acknowledges and works with diverse perspectives for achieving outcomes</li> </ul>	<p>Manages complex issues involving a range of stakeholders both internal and external to the GOA.</p>

## Benchmarks

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