

## Update

Ministry

Public Safety and Emergency Services

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Office Coordinator

Current Class

Administrative Support 5

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Vacant

#### Organizational Structure

Division, Branch/Unit

CSD, Custody Administration Branch

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Executive Director

Supervisor's Current Class

Executive Manager 2

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

2025-10-03

Responsibilities Added:

1GX system and WPA role for the Executive Director and the branch in 1GX.

Responsibilities Removed:

ETMS/ Smaller budget due to ACOB separation into 2 branches

#### Job Purpose and Organizational Context

Why the job exists:

This position functions as an Office Coordinator for the Custody Administration Branch and is the assistant and resource person to the Executive Director and Senior Management.

Reporting to an Executive Director, this position advises on all matters relating to the financial and

administrative management of the Custody Administration Branch such as: accounts payable, monitoring and verification of expenses, completion of budget reports and forecasting office financial needs; completes financial and HR processes, and purchases of office supplies, etc. in 1GX.

On a regular basis, the position deals with a variety of sensitive matters including confidential information regarding employees, human resources and in all areas regarding financial matters.

This position deals with statistical data compilation for management, purchasing, equipment, vehicle and service requirements, inventory records management and site coordination; and, attends and participates in Management Team meetings with the Executive Director and Senior Management Team within the Branch.

This incumbent provides cover-off for the Branch Administrator for the Custody Operations Branch and the Executive Assistant for the CSD Assistant Deputy Minister office.

### Responsibilities

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

#### 1. Financial Planning and Management

- Preparation of budget forecasts and tracking of expenditures within the guidelines set out by Treasury and Departmental policies to provide timely, consistent and accurate budget information to meet operations requirements.
- Prepare detailed budget forecast for the CAB budget/forecast, prepare a monthly financial summary of the budget along with briefing notes explaining any variances
- Provide interpretation of financial policies and procedures to staff.
- Provide financial advice, alternatives and recommendations in budget preparation through consultation with the Executive Director to assess operational needs.
- Review financial expenditures to ensure accurate accounting against applicable budgetary organization and account codes.
- Review and reconcile monthly expenses, deal with unusual billings and review/resolve unexpected expenditures.
- Provide input and guidance in all areas relating to proper account codes, invoices, purchases and financial related issues.
- Monitor all manpower and operating expenditures for the branch, throughout the fiscal year, to ensure the office is working efficiently within budget limitations.
- Ensure fiscal year end processes are complied within areas of accounts payable, Journal Vouchers, accruals and procurement cards.

#### 2. Quality Assurance Role

- Perform Administrative Audits to evaluate and analyze administration effectiveness and adherence to program standards, policies and procedures.
- Ensure policies and procedures are implemented and applied consistently for human resources, financial and administrative systems. Provide recommendations to Executive Director.
- Respond to inquiries from Financial Advisors, Reporting Analysts, Accounting Officers and Budget Analysts in a timely manner.
- Works collaboratively with the Executive Director, Directors, Managers, colleagues on Action Request (AR) items as required in ARTS.
- Reviews ARs, correspondence for readability, accuracy, grammar, formatting, completion, etc.
- Manage a large volume of work with a multiplicity of tasks and competing priorities.
- Review data entry in 1GX as WPA to ensure integrity is maintained at a high level. This position performs the reviews for errors, exceptions, non-compliance to procedures and performs the corrective action required.
- Liaise with key contacts from Correctional Services Division and other government Departments (i.e. Information Technology, Human Resources, Pay and Benefits, and Financial Reporting).
- Establish effective working relationships, both internal and external, by being able to provide information and service, whether in a consulting or technical advisor role.

### 3. Human Resources and Payroll

- This position is the central receiver and coordinator for all Human Resource correspondence, and primary point of contact between Custody Administration Branch and Human Resources administration.
- Maintain accurate organizational charts, manpower listings, vacant positions and cover-offs.
- Provide interpretation of the Collective Agreements, Human Resources Directives and Regulations.
- Complete and submit staffing requests to the E.D. and ADM for approval.
- Supports the E.D. and Branch as Workplace Administrator (WPA) by completing position actions on Human Capital Management transactions in 1GX for management approval.
- Complete and process forms for General Illness and Worker's Compensation; monitor absences and return to work for these benefits.

### 4. Administrative

- Ensure that current administrative processes, policies and practices are developed and maintained to meet the changing needs of the Branch and to support the business and operational requirements.
- Take minutes of all Branch meetings and other meetings as required.
- Respond to general emails and telephone inquiries from the public and work in partnership with the centres to action and track these requests in a timely manner.
- Complete and track various reports as required by the Branch.
- Ensure an accurate inventory of fixed assets is updated and maintained.
- Maintain inventory of telecommunication equipment, leased faxes and photocopiers; review contract renewals/replacements.
- Develop and maintain CAB SharePoint site.

### 5. Records Management

- Accurately maintain administrative and operational files and tracking of both current and closed files.
- Ensure that retention schedules are accurately followed as identified by the Alberta Records Management System

## Problem Solving

Typical problems solved:

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

## Key Relationships

Major stakeholders and purpose of interactions:

- Position has regular contact with managers, supervisors and employees regarding problem solving, regulations, policies and procedures and Branch directives.
- Interacts with Directors and other members of the management team on matters related to the administration and financial functions within the Branch/department.
- Executive Management - receive and disseminate inquiries and provide responses.
- Position works closely with the Executive Assistant for the CSD ADM for AR coordination, direction on MCU/DMO AR processes, staffing request submissions, HR data (Hybrid Reporting), etc.
- Human Resources Consultants regarding Human Resources Directives and FTE's for the Branch.

- Payroll Specialists and Team Leads - employee entitlements, commencements, terminations, providing information on absences and return to work.
- Contact with Managers, Budget Officers, Budget Analysts, Reporting Analysts, Accounting Officers, Financial Advisors with Financial Reporting to deal with reconciliation and financial issues, provide and obtain information for reports, complete and process journal vouchers, accruals, expenditure officer and procurement card applications.
- Equipment coordinators - inventory and leases.
- Vendors - quotes and delivery of furniture/supplies.
- Records Management - records inventory and procedure clarification; POPA - issues requiring direction.

**Required Education, Experience and Technical Competencies**

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation

If other, specify:

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

**SCOPE:**

This position reports directly to and supports the Executive Director in the management of the Custody Administration Branch. The position works closely with Directors and Managers within the Custody Administration and Custody Operations Branch, Financial Services and Human Resources and participates in the Management Team meetings with the Executive Director, Senior Managers and Managers. The position has access to and deals with confidential information regarding employees, human resources and all aspects of finances, on a regular basis.

The responsibilities undertaken by this position are highly complex and have a direct impact on all areas of Branch administration, which encompasses the leadership, direction and administration involving accounts payable, monitoring/verification of expenses, completion of budget reports and forecasting, human resources, payroll, employee recruitment, orientation and facilitates training. The position compiles statistical data for management, purchasing, equipment, vehicle and service requirements. Requires knowledge of Personnel/Payroll within Divisional and Financial Policies and Procedures, approved budgets, negotiated agreements, and Ministry's software programs.

- Position operates independently to manage office operations and develop strategies to achieve and maintain a high quality of work, high productivity with very low error rate.
- Exercise judgment in applying guidelines to changing and unique situations.
- Contribute to problem solving of various dynamics within the Branch and providing consultative services to staff.
- Forecasts expenditures in manpower, materials and services, which are reviewed by senior management.
- Identifying spending and preparing budget variance reports ensures budget targets are met.
- Position provides explanation and interpretation of systems, programs, policies and procedures to staff and external stakeholders.
- Design and implement response and follow-up systems for branch operations.

**KNOWLEDGE:**

- Thorough knowledge of Department, Division and Branch Program's Business Plan; thorough knowledge of Branch office structure and operational requirements.
- In depth knowledge of Government budgeting and accounting policies and procedures.
- Thorough knowledge and sound understanding of financial standards policies and procedures within the Government of Alberta.
- Extensive knowledge of Human Resources Policies and Procedures, Regulations, Directives and Collective Agreements.
- Comprehensive understanding of legal terminology, the Criminal Justice System, Court procedures and Provincial and Federal legislation and Protection of Privacy Act (POPA).
- Extensive knowledge of administrative systems such as 1GX, BERNIE, ARTS, Microsoft 365 Suite of products (Outlook/TEAMS/Word/Excel/Power Point), SharePoint, Visio, OSSI and EPS.
- Extensive knowledge of internal and external resources.

### SKILLS & ABILITIES:

- Leadership and team building skills - mentoring, ability to assess and develop staff, ability to work collaboratively and individually and ability to lead by example.
- Project management and development - time management, organization skills, multi-tasking skills, ability to work under pressure and meet short time frame deadlines.
- Analytical and problem solving skills - use of good judgment, effective decision making.
- Excellent communication skills - including presentation, oral and written.
- Strong investigative skills, taking initiative to acquire information, analyze and resolve problems.
- Ability to deal with continuing change and work independently, promote teamwork, assist on reviews and special projects on cross function teams.
- Strong conflict resolution skills and ability to deal with difficult and/or sensitive issues pertaining to staff.
- Ability to deal effectively with management, staff and government officials within Public Safety and Emergency Services.
- Ability to lead working groups and to be a good team player.
- Demonstrated ability to adjust to changing work environment and expectations.
- Ability to create and develop new and innovative processes to increase efficiency and accountability.
- Ability to work with electronic database and spreadsheet software.

High school diploma and three years of related experience. Equivalency: Directly related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience.

### 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		
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

### Benchmarks

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