

## New

Ministry

Public Service Commission

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Comp&Job Eval Policy Advisor

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:

Strategic Services and Public Agency Secretariat (SSPAS) is responsible for policy development, analysis and workforce planning by providing related human resources policies, programs and workforce data and analytics services internally within the PSC and externally to department clients. The Public Agency Secretariat (PAS) collaborates with departments and agencies, boards and commissions (ABCs) to promote best practices in board governance and leads the centralized board member recruitment process for the Government of Alberta (GoA).

The Workforce Policy Branch is part of the SSPAS division providing strategic direction for corporate workforce policies and programs. Areas of focus include classification, compensation, group benefits and pension, talent acquisition, policy coordination and strategic advisory services, which provide expert policy advice and develops policy tools to manage the Alberta Public Service (APS) workforce of today, while developing future state strategies to support the workforce of tomorrow.

The Compensation and Job Evaluation Policy unit is focused on policy and program development. Reporting to the Manager, Compensation and Job Evaluation Policy, primary focus of the Compensation and Job Evaluation Policy Advisor is to provide expert compensation and classification policy advice to both internal and external stakeholders and support the development of APS classification and compensation frameworks and initiatives.

With broad direction from the manager, the position will support the identification of program/policy gaps and opportunities, and develop innovative solutions while balancing the needs of multiple stakeholders and maintaining integrity of the classification and compensation systems. This includes the research, development and establishment of classification plans, pay plans and pay policies, and the directives, guidelines and practices which support the effective administration of classification and compensation across the APS.

## **Responsibilities**

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

### **Support strategic policy, providing expert advice and interpretation on the application of classification and compensation policies (legislation, regulations and directives).**

- Support policy maintenance and new policy development initiatives, including design and options for classification and compensation plans and pay policies. May lead projects (i.e. total compensation reviews, pay reviews, classification stream reviews, benchmark reviews, website content maintenance, etc.) or components of strategic policy projects.
- As subject matter expert, provide policy interpretation (legislation, regulations, directives) and strategic advice to other functional policy areas within the PSC, Client Service Delivery (Talent Acquisition, Classification and Compensation Services), and Labour Relations Policy and Programs.
- Provide policy interpretation and explain APS compensation and job evaluation frameworks, policies, and methodology to other jurisdictions.
- Research best practices and conduct inter-jurisdictional research and analysis to keep informed of trends and developments in compensation and classification.
- Assist with the identification of program and policy gaps and opportunities to support development for improvements and enhancements.
- Support the annual review of compensation and classification policies/directives and regulation, as required.
- Develop briefing notes/packages to provide analysis, options and recommendations to the Commissioner and respond to requests and inquiries.
- Support the establishment of policies and directives through Ministerial Order and Order in Council.

### **Support multi-stakeholder, cross-government classification and compensation initiatives.**

- Research, analyze and provide options on classification and compensation structures, policies and strategies by assessing the impact on the classification and compensation structures across government, including user ministries.
- Develop and present options and proposals that address government policy direction and ministries' needs.
- Consult with APS Communications and Employee Engagement to develop strategic communication plans and strategies on establishment of policy approach, including providing support to subsidiary specific benchmark reviews and quality assurance processes.
- Assist with development of compensation and classification plan tools such as classification ladders and compensation implementation guidelines related to pay reviews.
- Working in partnership with Client Service Delivery, provide policy advice and support development of operational policies and procedures consistent with legislation, regulations, and PSC and GoA direction.
- Lead cross-jurisdictional scanning initiatives to support policy approaches and recommendations.

**Support collective bargaining by providing research, analysis, recommendations and advice based on classification and compensation related data.**

- Liaise and collaborate with PSC Labour Relations Policy and Programs and Provincial Bargaining Compensation Office (Treasury Board and Finance) pertaining to collective bargaining, including supporting the completion of the bargaining unit total compensation survey for the APS.
- Monitor and maintain market data including participating in jurisdictional and broader Alberta Public and Private Sector compensation and classification surveys and analyze results from survey sources to develop compensation comparable summaries. Data is gathered by conducting surveys, validating data, sharing compensation information from jurisdictions, public and private sector employers and organizations; or through relevant, accurate and timely compensation research, which includes accessing the Telus Health (formerly Lifeworks) Salary Survey database.
- Provide analysis and input into classification and compensation related proposals or enhancements to related articles within the collective agreement.
- Determine associated costs to the GoA for employer and union/AUPE ingoing or revised/amended proposals.

**Contribute to building job evaluation and compensation capacity by leading and/or supporting initiatives to determine training needs assessment, design and develop alternate delivery options for information and/or training sessions.**

- Lead and/or support the development and delivery of related training to build PSC capacity in the administration of compensation and classification.
- Monitoring and/or trending of classification and occupational usage. Seek out additional knowledge of best practices and trends in job evaluation and compensation.
- Liaise and collaborate with Client Service Delivery, Talent Acquisition, Classification and Compensation Services on needs assessment and approach to delivery of training.

**Problem Solving**

Typical problems solved:

Compensation and classification issues are often complex and require research, analysis and generation of workable options to inform recommendations/decisions.

Requests are made either by the government, executive/senior management or departments to seek alternative solutions to address an issue. Research, any required analysis and evaluation is undertaken and proposals are developed to suit the circumstances as well as multi-party interests (Government policy, ministries, AUPE, public, etc.).

Policy approach solutions may be presented and discussed to determine the most suitable strategy. Plans and policies must address diverse and sometimes opposing requirements and must be created within the overall APS human resource management framework. Must effectively identify when the issue is based in compensation versus job evaluation.

Types of guidance available for problem solving:

Latitude to work within a broadly defined environment, but within clearly defined policies based on legislative and regulatory frameworks (*Public Service Act*, *Public Service Employment Regulation*, etc.). Responsible for determining how to reach the desired conclusion/outcome within precedents. Solutions may be discussed with colleagues, manager and senior management to determine the most suitable strategy.

Direct or indirect impacts of decisions:

GoA compensation and job evaluation frameworks impact approximately 27,000 employees across the province and can impact how management organizes work and structure departments. With emphasis on attracting and retaining talent, emerging issues related to compensation and classification will have direct and indirect impacts. Awareness of how different elements strategically align, and how one decision can either negatively or positively impact a future decision is essential. Partner with stakeholders to define the issues and identify potential solutions/strategies. Plans and policies must address diverse and sometimes opposing requirements and must be established within the overall APS human resources management framework.

## Key Relationships

Major stakeholders and purpose of interactions:

Manager, Compensation and Job Evaluation Policy (CJEP) or Director, CJEP:  
Daily; receive specific direction and feedback on deliverables; provide advice and awareness to emerging issues; provide briefings, reports and present options and recommendations.

CJEP Policy Unit staff:

Daily; maintain information sharing and communication channels; provide guidance and advice on compensation and classification related issues; collaborate on idea generation, unit projects and deliverables.

Branch and Division Staff:

As required; collaborate on initiatives and work deliverables and project specific. Participate on internal and external teams and exchange information.

ED, Workforce Policy Branch:

As required; provide advice and awareness to emerging issues; provide technical support and provide options for resolution along with associated implications.

Departments:

As required; information sharing; support initiatives and projects as required; research, develop, provide policy options with respect to official classification plans and pay policies.

PSC, Client Service Delivery and Labour Relations Policy and Programs:

Daily/Weekly/Monthly; provide implementation instruction, collaborate on initiatives, participate in internal or external teams and exchange information to achieve program outcomes.

External (AUPE, Federal, Provincial and Territorial Jurisdictions)

Regular/monthly; information is exchanged, consultative advice and interpretation.

Labour and Employment Law Team (Justice)

As required; consultation and to seek legal advice or opinion on compensation and job evaluation policy related issues.

## Required Education, Experience and Technical Competencies

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

If other, specify:

Human Resources, Management, Business, Commerce, etc.

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

Knowledge and experience in compensation, job evaluation/classification and organizational design, as well as, human resource functions is required to develop and propose strategies and policies.

Knowledge of appropriate research methodology and tools. Research and analysis skills are essential in order to design surveys and provide recommendations on policies, and issues.

Knowledge of related legislation and regulations such as the Public Service Act, Public Service Employee Relations Act, Public Service Employment Regulation.  
 Knowledge of HR Directives and Collective agreement for interpretation and application of those policies/agreements in different circumstances.  
 The position must be able to recognize and extract relevant data and present ideas through strong written and verbal communication skills.  
 Advanced knowledge of Microsoft Excel is required to perform statistical analysis, prepare charts/graphs.  
 Strong organizational and time management skills to handle several priorities and projects simultaneously.

### 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	Long-term view on outcomes is required when resolving issues. Research trends and developments to ensure they are taken into consideration when developing options and solutions to issues. Assist with ensuring that Diversity and Inclusion is considered in policy and program development. must be aware of how different components strategically align, and how one decision/action can either negatively or positively impact a future decision.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <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>	Consult with stakeholders and colleagues from other branches, for example, Workforce Policy and Client Service Delivery in order to engage idea generation and gather various perspectives and feedback to establish creative solutions. Research trends and gather inter-jurisdictional information to assist in finding creative ways to enhance classification and compensation frameworks and policies.
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in a changing environment and takes initiative to change:	Remain optimistic and calm when leadership changes direction or puts

		<ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	<p>work on hold due to changing priorities. Seek advice and support to manage change, when required. Takes a proactive role and approach to provide input and create opportunities for improvement in work processes.</p>
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	<p>Partner with colleagues to achieve project objectives and outcomes. Complete assigned tasks and assist others in achieving their goals, when required. Hold self responsible for results and admit when assistance is required or when something is missed or a mistake is made. Present new ideas and perspective for consideration by the team.</p>
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> <li>• Identifies key stakeholder relationships</li> <li>• Has contact with range of interested parties</li> <li>• Actively incorporates needs of a broader group</li> <li>• Influences others through communication techniques</li> </ul>	<p>Work with Client Service Delivery and Workforce Policy when developing or establishing new classification and compensation structures. Partner with Client Service Delivery (HR portfolio teams) and Classification and Compensation Delivery Services on the identification of issues/ concerns with frameworks or policies. Take proactive approach and encourage exchange of information and idea generation. Engage and consult with Classification and Compensation Delivery Services on new policies or processes</p>

## Benchmarks

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

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## Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

_____ Employee Name	_____ Date yyyy-mm-dd	_____ Employee Signature
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_____ Supervisor / Manager Name	_____ Date yyyy-mm-dd	_____ Supervisor / Manager Signature
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_____ Director / Executive Director Name	_____ Date yyyy-mm-dd	_____ Director / Executive Director Signature
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_____ ADM Name	_____ Date yyyy-mm-dd	_____ ADM Signature
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