

Working Title Workforce Planning Assistant	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit ACPS, OSSO	Ministry Justice
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Present Classification AS5	Requested Classification
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Dept ID	Program Code	Project Code (if applicable)
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PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see [Section 2.3](#)).

Reporting to the Director, Workforce Planning, this position is responsible for coordinating workforce planning processes for the Alberta Crown Prosecution Service (ACPS) including position tracking, staffing requests and reclassifications. This position will be required to maintain a divisional database for analysis and reporting purposes as well as providing the day to day administrative support to the Workforce Planning Unit.

Knowledge and understanding of the changing needs of 22 offices/branches that employ 900+ professionals comprised of Crown Prosecutors, Provincial Prosecutors, non-legal professionals and non-legal support staff is critical for this position. This position handles and maintains sensitive and confidential employee information and is vital in facilitating the continuous growth of the Division.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

- Ensure data integrity of ACPS personnel tracking system***
- Develop and maintain personnel database to ensure accuracy of information for budget and staffing decisions.
 - Develop and produce reports for the Manager, Workforce Planning and the Director, Business Operations have accurate information for analysis and decision making.
 - Maintain KPI vacancy report on a quarterly basis and provide report to Director, Business Operations and Assistant Deputy Minister.
- Coordinate workforce planning processes for ACPS including staffing, compensation, performance management, employee satisfaction and training and development***
- Review staffing requests for recruitment, reclassifications, contracts, job modifications to ensure documentation is accurate and complete.
 - Oversee the maintenance of up to date organizational charts for each of the 22 offices/branches.
 - Review Assessed Legal Experience (ALE) profiles, salary adjustments, and any other pertinent information.
 - Track performance plans/contracts for the Division.
 - Assist with implementation of action plans to achieve strategic HR related initiatives that meet the goals of the ACPS Divisional Business Plan such as employee satisfaction, performance management and training and development.
 - Assist with HR changes and transition processes within the Division
 - Assist in the facilitation of communication between offices to provide information and ensure consistency.

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Provide administrative support to Workforce Planning Unit

- Provide administrative support to the Manager, Workforce Planning; Manager, Security; Mental Health and Wellness Coordinator and Recruitment & Retention Specialist.
- Provide support to staff including drafting letters, memoranda, briefing information and reports ensuring information is accurate.
- Perform a wide range of administrative support services including composing regular correspondence, making travel arrangements and researching files.
- Facilitate smooth flow of communication between offices to provide information and ensure consistency.
- Maintain a working file consolidating relevant information, requests and administrative information organized by crown office.
- Manage, track and ensure ACPS Crown Prosecutors receive their appointments and designations in a timely manner. This also includes ensuring the cancellation of appointments are completed when Crown Prosecutors leave ACPS.
- Manage paperport system for personnel files
- Manage and ensure all paperwork is completed correctly and up to date for the Alternative Work Arrangements for ACPS
- Manage and ensure all paperwork is completed for employees working Hybrid Program.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

This position requires innovative thinking in order to ensure that operational, planning and administrative requirements of the office are met. Work is completed independent of instruction by applying the required knowledge of legislation, policy, procedures, regulations and precedents. This position must exercise sound judgement in applying guidelines to changing situations. Administrative services impact all Crown Prosecutor Offices as this position is responsible for maintaining pertinent information as it relates to the overall organization of positions.

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

Education:

- Post-secondary certificate or diploma within the administrative, legal or human resources field.
- 3-5 years experience in an administrative, human resource or legal field

Knowledge:

- Core business of the ACPS Division and the Department
- Divisional and departmental procedures, regulations, policies and practices, Master and Subsidiary Agreements and other specialized government administrative support systems.

Skills:

- Sound administrative skills including proficiency in using excel spreadsheets and database
- Strong coordination and implementation skills to manage multiple priorities within demanding timeframes
- Critical thinking and problem solving skills to be resourceful in seeking solution to everyday and more complex problems
- Excellent communication and written skills

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Abilities:

- Able to interpret government regulations and acts regulating human resource activities as well as Departmental and Divisional human resource policies and guidelines in business plans
- Budget management experience is an asset

CONTACTS: The main contacts of this position and the purpose of those contacts.

Internal	Frequency	Nature & Purpose of Contact
<ul style="list-style-type: none"> • Manager, Workforce Planning • Director, Business Operations • Executive Directors, Directors • Human Resources • Pay & Benefits 	<ul style="list-style-type: none"> • Daily • Daily • Daily • As required • As required 	<ul style="list-style-type: none"> • provide information and make recommendations • provide information and make recommendations • provide information make recommendations • provide and exchange information • provide and exchange information regarding compensation, benefits, terminations and delivery of service
<ul style="list-style-type: none"> • Chief Crown Prosecutors • Office Managers • Crown Prosecutors and Support Staff 	<ul style="list-style-type: none"> • As required • As required • As required 	<ul style="list-style-type: none"> • provide and exchange information • provide and exchange information • provide information, explain processes/concepts
External		
<ul style="list-style-type: none"> • Public Service Commission • Law Society of Alberta 	<ul style="list-style-type: none"> • As required • As required 	<ul style="list-style-type: none"> • information gathering • exchange and gathering of information

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

No supervisory responsibilities

CHANGES SINCE LAST CLASSIFICATION REVIEW: This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached.

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Compensation Manager, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.

Incumbent

Name

Signature

Date

Manager

Name

Signature

Date

Division Director/ADM

Name

Signature

Date