

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

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:

maintaining and improving transportation infrastructure.

This involves monitoring, interpreting, and updating in-year and long-range programming information within the data management tools provided, while working independently and when collaborating with other departmental staff regarding proposed projects, cost estimates and construction scheduling.

Responsibilities

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

1. Maintain information for use in the development of the Ministry's annual and multi-year capital and operating programs, ensuring accurate records and information for programming, prioritization, and budgeting for all projects. Decisions, either at a section, branch, or department level, require access to accurate and up to date information. Maintenance of current information, available at all times, is crucial. This is achieved by:

- Providing data entry, editing and ongoing maintenance within the Program Management Application (PMA) database system. PMA is the primary information database in the department for programming and fiscal support, and continuing support of this functionality is a prime concern.

- Maintaining, reviewing, and updating programs, forecasts, and allocations on a daily/monthly basis. This involves the review/updating of relevant PMA records. New information, project updates and other scheduling or fiscal modifications to programs are received continuously from our central and regional office partners.

- Investigating and confirming individual project descriptions including recommended project limits, type of work and initial project cost estimates. This activity requires extensive knowledge of past and current construction activities throughout the province plus an extensive knowledge of highway and bridge construction procedures.

- Splitting up or combining projects within PMA, updating their LRS (Linear Referencing System), descriptions, estimated cash flows and other project information as needed.

2. Assist in the process to deliver the Ministry's Annual Capital Plan effectively and efficiently, on time and within budget. This is achieved by:

- Developing, defining, and prioritizing construction and rehabilitation projects for program development and delivery, considering annual budgets and total project costs.

- In advance of monthly/weekly Budget Control meetings, conducting a thorough review of annual forecasted expenditures versus budget allocations, and inquiring with the assigned Project Administrator or Project Sponsor to resolve any unexpected discrepancies.

- Continuously updating information in PMA based on the approved Capital Plan, subsequent budget updates and budget re-profiling, while considering scheduled engineering/consulting activity relative to corresponding construction projects, tendering timelines, and other constraints and opportunities.

- Collaborating with departmental staff regarding proposed projects, annual and total project cost estimates, construction scheduling and long-range programming.

- Working closely with the regional offices and our central office partners in various branches, to ensure that departmental construction priorities are considered and assessed.

- Consulting with various branch specialists and engineers regarding roadway and bridge planning, standards, and conditions as they affect the construction programs.

- Providing reports to Treasury Board and Finance on a quarterly basis, including projects that are cancelled or deferred, completed, emergent or new high priority projects, and annual forecasted expenditures by project/program.

- Providing reports for Regional Director meetings on a monthly basis, including actual, committed, forecasted and

budgeted expenditures by sub-program.

3. The branch and the division are supported in achieving the ministry's mandate, goals, and objectives by:

- Working with open and transparent ministry processes and procedures for program management and maintenance of program/project information tools, that ensure a comprehensive ministry-wide perspective and consider long-term implications.
- Making sound recommendations respecting the ministry's immediate and future transportation needs and plans.
- Ensuring positive relationships with key stakeholder groups.
- Participating on an ongoing and effective basis with a team of professional and technical staff.
- Providing accurate and timely information to support effective communications (e.g. reports, plans, briefings, presentations, etc.)
- Participating in strategic and operational planning initiatives for the branch, division, and ministry.

Problem Solving

Typical problems solved:

1. Ensuring alignment to processes when developing recommendations for capital programming to internal stakeholders, including but not limited to:

- Verifying funding availability for a very significant volume of recurring Project Expenditure Approval requests. Decisions may impact the delivery cycle of projects, as well as the scheduling of unrelated projects.
- Advising internal stakeholders on their potential In-Year Funding Requests and proposed funding reallocations in accordance with the Fiscal and Process Requirements Directive.
- Advising on the appropriate use of program codes in accordance with the Capital Planning Manual and Tangible Capital Asset Policy when distinguishing between CMR Projects (Capital Maintenance and Renewal), Capital Projects and routine maintenance. This requires considerable judgement.

2. Assessing the reasonability of annual expenditure forecasts by exercising professional judgment combined with knowledge of historic and current construction activities. Accurate expenditure forecasts are required to ensure the annual Construction Program does not exceed the available budget and to assist management with fiscal decision-making.

3. Strong analytical skills are required to estimate monthly cash flows for various construction projects and rehabilitation programs. Cash flow reports are consolidated by Treasury Board and Finance, for consideration when optimizing the GOA's cash management strategies.

4. Advanced skills in Excel and data analysis are required to disseminate program information in an efficient, effective, and standardized manner when collaborating with departmental staff on capital programming needs and when preparing monthly, quarterly, and ad-hoc reports for management.

5. Due to the significant volume of capital and rehabilitation projects and their programming needs, the Program Analysis Technologist must often resolve problems independently.

Types of guidance available for problem solving:

Internal policies and directives, manuals, and process documents provide information to assist with problem solving, such as:

- **Fiscal and Process Requirements Directive**
- **Capital Planning Manual**
- **Tangible Capital Asset Policy**

- Manuals for Transportation Infrastructure Management System (TIMS) and Program Management Application - Delivery (PMA-D).

Department engineering guidelines and standards

Capital Planning and Program Management staff are available to provide support.

Direct or indirect impacts of decisions:

- Decisions may impact scheduling and delivery timelines of projects.
- Decisions contribute to ensuring that the department does not exceed budget.
- Judgment applied towards the review of forecasted project expenditures and monthly cash-flows can impact reports provided to Finance and whether the department meets or exceeds budgets.
- Decisions regarding the appropriate program codes to be used for project costs can impact the accuracy of ministry financial statements and the annual audit conducted by the Office of the Auditor General of Alberta.

Key Relationships

Major stakeholders and purpose of interactions:

- Interacts daily with key clients/stakeholders, including but not limited to Bridge Managers/Engineers, Infrastructure Managers/Engineers, and Construction Managers/Engineer, Program Management Staff, and Managers/Directors/ Executive Directors to provide recommendations on various programming information requests, project expenditure approvals, review of forecasted expenditures, and other ad-hoc requests.
- Information and reports prepared by this position are also used by Finance, Regional Directors, Executives and Treasury Board and Finance.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Applied Degree	Engineering	Business	Other

If other, specify:

Engineering Technologist Diploma with ASET Credentials OR Degree in Engineering, Business or Related Field

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

- Knowledge of transportation capital and network planning and construction.
- Knowledge of project planning, design construction, and procurement practices, including alternative procurement arrangements.
- Knowledge of budget control features of government contract and financial management systems, and cost-benefit analysis.
- Knowledge of stakeholder groups and their issues and potential impacts on future transportation investments and delivery.
- Advanced skills in Excel and data analysis.
- Knowledge of PMA or other program management applications.
- Knowledge of government financial, business, legislation, policies and procedures, as well as department-specific standards and legislation, financial and operational policies and procedures.
- Knowledge of government's strategic direction as it relates to capital planning and fiscal responsibility.
- Understanding of industry and municipal organizations and the impact of their programs and activities on transportation in Alberta.
- Ability to work independently.
- Ability to participate in a team of planning and technical professionals, and to provide leadership to ministry staff in other branches and divisions in relation to in-year Construction Program management and maintenance expenditures.
- Strong verbal and written communication skills, and presentation skills.
- Strong interpersonal, mediation, negotiation, and consultation skills.
- Strategic and conceptual thinking skills, with a focus on continuous improvement.

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"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	<p>Actively engages with internal and external stakeholders and provides support when developing recommendations for senior leadership that aligns to the guiding principles of government.</p>
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	<p>Maintains a problem solving/solution orientated mind-set to support the shift in direction from government and/or senior leadership to ensure deliverables are still able to meet the deadlines.</p>
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	<p>Inclusive approach to developing and delivering the department's Construction Program that takes into consideration the priorities of internal and external stakeholders.</p>
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make 	<p>Analyzes problems to gain a high level of clarity before considering solutions. Questions the status quo to strive for innovative solutions and continuous improvement.</p>

Benchmarks

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

127TN05 Project Coordinator, TEC

127TN02 Triticale and Winter Wheat Breeding Technologist, Agriculture & Forestry
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