New

Ministry

Technology and Innovation

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Reporting and Analytics Analyst

Requested Class

Program Services 3

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:

1GX Center of Excellence (CoE) manages and oversees the performance of the Government of Alberta's (GoA) enterprise resource planning (ERP) solution, 1GX. The CoE has overall accountability for service delivery and associated contract and vendor relationship management. 1GX is the core ERP solution for GoA functional areas including human capital, supply chain, financial, and treasury management. 1GX CoE also provides strategic leadership for the ongoing enhancement and development of 1GX applications to meet the GoA's evolving mission and continually changing business environment.

Reporting to the Reporting and Analytics Lead, Information Excellence, this critical role oversees the cross-functional reporting and analytics to define the data and analytics strategy, which supports the data governance program for 1GX. This role advises on (and develops) analytical and information management solutions to understand, analyze, and synthesize requirements, goals, and objectives relative to data management and reporting needs to enable high-quality, fact-based business decisions to drive better business outcomes. This role assists to build the foundation for development and improvement efforts by capturing the business context - problem, current state, desired future state, objectives, business needs,

and impacted user groups. The role is a critical intermediary, engaging with stakeholders at various levels and departments ensuring compliance with 1GX and relevant legislation.

This role provides support 1GX community requests and data management, as per the GoA's data retention rules and guidelines. This position and their team provide clients and stakeholders with reliable and accurate information, as well as Informational Lifecycle management to ensure data is managed appropriately. This role engages with a large number of internal and external stakeholders, proactively establishing effective working relationships within the division and Ministry, client ministries, agencies, and service providers.

Responsibilities

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

1 - 1GX reporting and analytics to support 1GX community requests and management of data per the GoA's data retention rules and guidelines by utilizing AI tools

 - Development of queries and custom reports to monitor data pertaining to HCM, Finance, and SCM.
 - Develops and provides analysis and reporting to help inform and support strategic decisions and business plans, the monitoring and evaluation of programs and initiatives, and business operations.
 - Coordinate reviews and analyses of application of business processes by operational areas, ensuring reports on outcomes are developed and risks identified.
 - Development, maintenance, and delivery of reports to assist with compliance audits of shared service operations and ensure information and security requirements of clients and stakeholders are understood and addressed (e.g., OAG audit).
 - Leverages AI-supported analytics tools to enhance query development, strengthen data validation, and improve the quality and timeliness of reporting while maintaining human oversight.
 - Uses AI-enabled capabilities to help identify data anomalies, trends, or inconsistencies, supporting more robust evidence-based insights.
 - Development and provision of customized reports in response to specific ministry requests (e.g., requests relating to activities, programs, initiatives, and occurrences); provide consultation and coordination to understand, interpret, document, and meet reporting requirements of clients.
 - Manages corporate human resource and finance reporting services associated with 1GX/ERA/ IMAGIS_Cloudera (e.g., position / classification reports, salary reports, benefit reports, vacation reports / liability,
absence reports, recruitment reports).
 - Develops and maintains of repositories of queries and reports to support corporate and custom reporting requirements.
 - Provides the provisioning of information to generate and promote awareness of ERP applications and reporting services available to the GoA client community (e.g., management dashboard, Minister Expense reports).
 - Develops and maintains service catalogue and training manuals for reporting within GoA Shared Services areas (e.g., Compensation and Benefits), ensuring that service levels are identified and can be tracked, costs are included, and processes are clear.
 - Provide input and support for the development and maintenance of business process maps in relation to reporting services.
 - Contribute to the planning and management of the ERP applications production and reporting operating environments through participation in unit and branch management teams.
 - Design and develop queries based on Service Requests including very complex queries and custom reports
 - Provides support and delivery of public disclosures (salary disclosure, travel expenses, blue book, grant disclosure, sole source, and Ministers' office expenses) across the 1GX solution using the numerous reporting platforms and tools.

2 - Ensure proper Information Lifecycle Management and that 1GX data/ERA Repository/IMAGIS Data are managed per the GoA's data retention rules and guidelines.
 - Contributes in the development and delivery of future enhancements e.g., data warehouse, creation of dashboards and predictive analytics.

- Works on the development and implementation of SAP Information Lifecycle Management (ILM)
- Develop the framework for all data of all the repositories under Information Excellence's areas of responsibility to understand the data and how it is used in each of the areas. This will ensure that we are in compliance with the GoA's data retention rules and guidelines.
- Applies AI- assisted reporting features to compare historical outputs, flag potential data issues, and support quality assurance, with decisions remaining human-led.

3 - Providing reporting and analytics; provide expert advice, guidance, and address complex and escalated issues.

- Under the guidance of the Reporting and Analytics Lead, this role provides ongoing analysis to identify changes required.
- Perform a formative and summative evaluation approach and provides qualitative and quantitative evaluation methods, as well as the gathering, coding, and analysis of evaluation data.
- Design and provide periodic compliance reports to senior leadership on progress and key point indicators.
- Engage and consult with the stakeholder community to identify needs and to ensure that business needs are considered, issues are addressed, and complex problems are resolved.
- Gather and communicate status and metrics to Lead.
- Provide expert advice and recommendations to ensure the continuous improvement and information excellence.
- Partner with relevant stakeholders to resolve issues.
- Provides support to Ministry reporters with expert knowledge of the reporting tools and business processes.

Problem Solving

Typical problems solved:

The role is challenged with providing reporting and analytics for different functional areas including Finance, HCM/Payroll, and Supply Chain Management. This requires a breadth and depth of knowledge and the ability to apply a systems thinking approach to addressing issues. The role may lead, or coordinate projects and works with various ministries requiring knowledge of several different technical areas and government processes. As this is a new unit, the role will bea part of a newly formed team and addressing unstructured and new issues.   AI-enabled diagnostic tools may be used to support problem identification by highlighting unusual data patterns or potential root causes; however, the analyst retains responsibility for interpreting findings and determining solutions.

Types of guidance available for problem solving:

The position works independently but has access to the Reporting and Analytics Lead for assistance for non-routine issues as well as other Managers or staff that specialize in Finance, SCM, or HCM/Payroll.

Direct or indirect impacts of decisions:

The reporting and analytics generated by this area allows senior management and executives to have reliable and evidence-based advice, information, and recommendations to support informed decisions relating business information for 1GX applications. This reporting will also provide data integrity reporting to the supported areas.

Key Relationships

Major stakeholders and purpose of interactions:

The position is required to interact and consult with internal and external partners, the department's management structure, and other stakeholders as required.

This includes Public Service Commission, Treasury Board, Office of the Auditor General, Independent Legislative Offices, 1GX communities, client ministries and agencies, application service providers, and other stakeholders - Exchange information; respond to inquiries; determine and analyze requirements; provide advice and consultation; participate in teams and committees; develop effective working relationships.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

Requires a demonstrated knowledge and experience with:

- Strong knowledge of reporting tools such as SQL, Query, Crystal, SAP tools - BOE, Query Manager 4, SuccessFactors reporting, Wagetype reporter, Cloudera Data Visualization
- Strong knowledge of a variety of common office software (Visio, PowerPoint, Excel, Word, MS Project, etc)

- Strong problem diagnosis and resolution skills

- Strong analytical and organizational skills to follow through on issues

- Good interpersonal communication skills

- Good client relations skills to develop and maintain an effective working relationship

- Good written and verbal business communication skills

- Good time management skills and ability to manage multiple priorities and stakeholder groups

- Basic knowledge of system principles, practices, and processes

- Basic knowledge of finance principles

- 1GX applications and data and the interaction between various modules and components of applications (e.g.,
- HR, SCM, Finance).

- Payroll legislation, regulations, agreements, policies, procedures, guidelines, and benefit programs.
- Data compliance methodologies and considerations.
- Knowledge of project planning and management methodologies and best practices, including those related to planning, project management, resource management, risk analysis, controls, change and issues management, and progress monitoring and reporting.
- Strong research, analytical and interpretive abilities in order to provide sound advice, interpretation, and guidance on the application of the 1GX programs.

- Ability to analyze complex issues, including problem solving skills and ability to provide possible outcomes or solutions.

- Strong oral and written communications in order to make oral and written presentations and deliver training to a variety of clients.

- Effective communication skills, including the ability to present information clearly and concisely in a manner that promotes understanding.

- Well-developed organizational and time management skills in order to work independently and in a team setting.

- Computer knowledge, including Microsoft Word, Excel, and PowerPoint.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job

Agility	○ ○ ◉ ○ ○	Identifies and manages required change and the associated risks: • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan	Is able to handle quick changes in direction from the policy or program level and to plan and deliver training programs at short notice in ever changing environment
Systems Thinking	○ ○ ◉ ○ ○	Takes a long-term view towards organization's objectives and how to achieve them: • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration	Is able to see the impact of their work on the organization. Must be able to consider how their work impacts others and how the GoA adds value for clients and stakeholders through their work.
Drive for Results	○ ○ ◉ ○ ○	Takes and delegates responsibility for outcomes: • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction	Keeps the greater goal in mind at all times. Acknowledges the role has an important impact. Must be able to set goals and meet them. Must be able to adjust goals when needed and accept advice on reaching goals. Needs to be willing and able to course correct when needed

Build Collaborative Environments	○ ○ ◉ ○ ○	Collaborates across functional areas and proactively addresses conflict: • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment	Is able to work in complex matrix of stakeholders. Needs to work with various SMEs, business process owners, vendors, consultants, and GoA employees. Needs to be a team player and accept that others know as much or more than they do.
Creative Problem Solving	○ ○ ◉ ○ ○	Engages the community and resources at hand to address issues: • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks	Is able to break down a complex problem into its component parts and be open to suggestion from others. Needs to be able to contribute ideas for improving processes and adapt existing processes to address problems
Develop Self and Others	○ ◉ ○ ○ ○	Seeks out learning and knowledge-sharing opportunities: •Reflects on performance and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports	Provides guidance, mentorship, training. Coaches peers or new analysts in data analysis techniques or reporting practices.

Benchmarks

List 1-2 potential comparable Government of Alberta: Benchmark