

New

Ministry

Treasury Board and Finance

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Compensation Analyst

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:

The Provincial Bargaining and Compensation Office (PBCO) is responsible for providing a disciplined, collaborative, evidence-based and long-term approach to public sector bargaining that achieves settlements that are consistent with the government's fiscal goals. PBCO, through its negotiations support and research and analysis functions, provides objective data, analysis and advice that helps support Government's interests as employer and funder within the broad public service. PBCO supports the development of bargaining mandates on behalf of all major public sectors, including Health, Education, Post-Secondary Institutions, and Alberta Public Service/Agencies. As of April 1, 2022, PBCO assumed functional responsibility for supporting public sector compensation for non-unionized employees across the broader public sector and the administration of the Reform of Agencies, Boards and Commissions Compensation Act (RABCCA).

Reporting to the Manager Compensation Research Analytics, the Compensation Analyst will provide support to Management to lead the development and implementation of strategic compensation policy for non-unionized and unionized compensation across the broader public sector.

Responsibilities

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

1. Client consulting

- Consult with external agencies and sector representatives to develop and implement unionized and non-unionized compensation frameworks and related tools.
- Build, develop and maintain materials to support consulting activities with sector partners regarding compensation, data analytics, benchmarking across sectors, and alignment to government policy direction.
- Explain and interpret survey methodology, data, results and processes to participants, sector partners and senior leaders, and respond to questions to ensure understanding and informed decision-making.
- Provide policy interpretation and clearly explain PBCO's compensation market pricing and job evaluation frameworks, policies and methodologies to PBCO clients.
- Perform audits of client compensation plans to assess accuracy and compliance with PBCO frameworks and requirements, and provide support and follow-up recommendations as required.

2. Compensation framework design and oversight

- Manage activities related to the design, development and implementation of compensation frameworks for union and non-union (including executive) compensation across the broader provincial public sector.
- Assist in the establishment of common compensation structures and benchmark roles applicable across sectors, ensuring consistency and internal equity.
- Ensure alignment of sector compensation frameworks with the government's existing compensation policy for unionized labour and support the development and approval of union and non-union compensation policy.
- Monitor and review existing compensation plans to evaluate their effectiveness, internal consistency and compliance with policy, and recommend changes where required.
- Monitor best practices, trends and leading compensation theory, and synthesize findings to inform framework enhancements and policy advice.

3. Policy and program design

- Provide expert advice and consultation to support strategic policy development, including interpretation and application of PBCO compensation policies, legislation, regulations, directives and client-specific situations.
- Lead projects (for example, pay reviews, inter-jurisdictional compensation reviews, benchmark reviews) or lead specific components of larger strategic projects to support government and PBCO mandates.
- Identify and analyze existing policy gaps and opportunities, and develop recommendations and options to support improvements and enhancements to compensation policies and programs.

4. Compensation research and market pricing

- Expand PBCO's evidence base for total remuneration (union and non-union), including base salary, retirement, benefits, incentive plans and other monetary/non-monetary elements, by conducting market benchmarking analysis across the broader public sector and all employee levels.
- Work with third-party survey vendors to coordinate market pricing for specialized jobs, including validating methodology and reviewing results for consistency with PBCO standards.
- Conduct market analysis, gather and analyze market data, research market conditions and competitive practices, and develop recommendations that are consistent with PBCO's compensation framework and parameters.
- Plan and prepare cross-jurisdictional scanning initiatives to inform compensation approaches and recommendations to senior leaders and bargaining teams.
- Develop and maintain a database for union and non-union compensation across common benchmark jobs, ensuring data integrity and accessibility for analysis.
- Analyze data and prepare reports, briefings and presentations for senior leaders to inform compensation planning and mandate development.
- Prepare written briefings and reports to highlight emerging compensation trends or issues for senior leaders and other stakeholders.

5. Total compensation survey administration and support

- Participate in and support the design, development and implementation of total compensation salary survey systems and databases to build effective tools for data gathering and reporting.
- Work closely with Service Alberta on the development and enhancement of the union survey system through

defining requirements, testing and providing ongoing input to its design and functionality.

- Determine what information and questions should be included in total compensation salary surveys to gather relevant data for decision-making and meaningful comparison of total rewards strategies across sectors.
- Collaborate with internal stakeholders and sector partners to ensure collected information is relevant to labour relations, bargaining strategies and the Alberta context.
- Participate in quality assurance and analysis of salary survey results, applying HR and compensation expertise to support data interpretation and validation.
- Support the development of benchmark thumbnail descriptions for inclusion in surveys to enable consistent job matching and analysis.
- Prepare and deliver survey results and summary reports for external survey participants.

6. Mandate support and materials development

- Provide high-level summaries and analyses of compensation data and trends, and explain their impact on bargaining strategies and non-union compensation directive development.
- Synthesize and analyze data reports to support bargaining mandate development, compensation directives, arbitration submissions and other labour relations activities.

7. Collective agreement interpretation

- Conduct research and provide analytical support on collective agreements and related compensation provisions to inform internal stakeholders and PBCO leadership.
- Review and summarize contract provisions, identifying implications for compensation practices, operational processes and policy development.

8. Maintenance of products, tools and tracking

- Maintain compensation-related products, including the aging matrix, lists of evidence-based benchmarks and core compensation data, to ensure they remain current and reliable for decision-making.
- Maintain and update a decision log that tracks compensation-related decisions and their impacts on bargaining and compensation adjustments.
- Update project trackers on an ongoing basis to monitor progress, deliverables and timelines for compensation and policy projects.

9. Environmental scanning and issues identification

- Research best practices and conduct inter-jurisdictional research and analysis to stay informed on trends and developments in compensation, total rewards and public sector labour markets.
- Identify trends and emerging issues that may affect unions and PBCO clients' bargaining strategies and go-to-market analysis, and advise leaders accordingly.
- Proactively monitor and synthesize trends that impact PBCO clients and prepare customized summaries and briefings for the Senior Leadership Team.

Problem Solving

Typical problems solved:

Compensation benchmarking 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 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 framework.

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.

May rely on Senior Compensation Analysts to provide subject matter expertise on problems related to technical, complex, and sensitive compensation matters.

Direct or indirect impacts of decisions:

Impact of analysis supports recommendations to the Minister(s), Executive (in PBCO and across GoA), departments and agencies to inform further compliance to legislation, policy as well as any regulatory changes that have provincial and agency specific impacts.

Key Relationships

Major stakeholders and purpose of interactions:

Executive Director, Senior Manager, Manager
- Daily contact; Receive specific direction and feedback on deliverables; provide advice and awareness to emerging issues; provide briefings, summaries and reports at a ministry level; present options and recommendations.

Branch Staff
- Daily; Maintain information sharing and communication channels; provide advice and guidance on compensation related issues; collaborate on branch projects; provide input to branch planning.

Departments
- As required; Information sharing; supporting projects as required; Research, develop, recommend and implement policy direction with respect to public agency compensation.

External (ABCs)
-Regular, agencies will be required to submit and obtain PBCO approval of their non-unionized compensation plans. The analyst will a portfolio lead and spokesperson for PBCO in accepting, reviewing, requesting changes from employers and making recommendations to government for approval of compensation plans.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

Bachelors in human resources or a similar filed is considered a strong asset. Working toward related certification (CCP, CEBS) is considered an asset.

- 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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	<ul style="list-style-type: none"> - 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. <p>must be aware of how different components strategically align, and how one decision/action can either negatively or positively impact a future decision.</p>
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> - Consult with colleagues 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 compensation frameworks and

			policies.
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>Remain optimistic and calm when leadership changes direction or puts 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"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	<p>- Partner with colleagues to achieve project objectives and outcomes. Complete assigned tasks and assist others in achieving their goals, when required.</p> <p>- Hold self responsible for results and admit when assistance is required or when something is missed or a mistake is made.</p> <p>Present new ideas and perspective for consideration by the team.</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented <ul style="list-style-type: none"> • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	<p>- Work closely with Negotiators, PBCO clients when developing or establishing new compensation structures.</p> <p>- Take proactive approach and encourage exchange of information and idea generation.</p>