

## New

Ministry

Technology and Innovation

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

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:

Reporting to Manager/Team Lead this position provides opportunities for recent graduates or students close to graduation enrolled in relevant post-secondary degrees to gain work experience in technical analysis, design, implementation, support and operations within Technology and Innovation. The position may be located in one of four divisions - Data and Content Management (DCM), Digital Design and Delivery (DDD), Innovation, Privacy and Policy (IPP), Technology Support and Operations (TSO). The divisions are engaged in a variety of projects and functions that continue to add to the digital framework, data governance, and programs while continuing to deliver on outcomes identified in the Strategic Plan.

The Technical Analyst is an entry-level position for students currently enrolled in a Bachelor of Computing Science degree program or equivalent to gain experience in a variety of IT functions. The Intern - Technical Analyst provides support to operations in digital delivery, technology & support operations, and data intelligence services. The Intern Technical Analyst will assist in a variety of tasks including data analysis, data engineering, code review/development, cloud migration services, report writing, research, and project management.

#### Responsibilities

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

The Intern - Technical Analyst will be responsible for the following activities,



- Understands the decision-making process, workflows, and business and information needs of AI CoE.
- Translates business needs into analytics/reporting requirements to support executive decisions and workflows with required information.
- Researches and implements cutting-edge techniques and tools in machine learning/deep learning/artificial intelligence to make data analysis more efficient
- Determines requirements that will be used to train and evolve deep learning models and algorithms
- Visualizes information and develops engaging reports on the results of data analysis using data visualization tool
- Monitor automated processes in production through daily activities consisting of standardized checks and tests
- Coordinate with GoA technical teams or vendors for any system-related issues
- Produce and maintain dashboards and reports with details on the production process
- Collaborate with technical teams or vendors to ensure timely resolution of issues as per process
- Work with various technical project teams to analyze problem areas, identify opportunities for improvement



## Problem Solving

Typical problems solved:

This position requires good analytical thinking, creativity, and problem solving abilities to successfully support the creation and maintenance of solutions. The intern must have the ability to work independently, applying good judgment and decision making skills.

The Intern - Technical Analyst uses subject matter and technical expertise to help the team in supporting the development of a variety of projects. This includes participating in all aspects of the project life cycle, including the collection and analysis of information, communicating project risks/issues, building models and presenting results. The size and scope of each project/initiative are diverse. The position works with partners at a variety of organizational levels across the GoA to gather information.

The position will be required to triage issues related to best practices to the Manager/Team Lead for appropriate for escalation to the appropriate authority level.

Types of guidance available for problem solving:

The Manager and/or Team Lead are available for consultation. As well, the support teams in DCM, DDD, IPP, and TSO are available to help address problems.

Direct or indirect impacts of decisions:

This position is expected to work within established guidelines and frameworks, applying good discretion when making decisions, providing recommendations, planning, initiating and completing work based on business expectations and technology requirements. The impacts of not doing so would create a negative effect on the delivery of services to business and have a financial impact to the GoA due to implementation delays and re-work.

## Key Relationships

Major stakeholders and purpose of interactions:

**GoA Staff** - Requirements gathering, problem resolution, provide guidance and recommendations

- **Consultants\Contractors** - Cooperate with to provide services; support in order to deliver project deliverables; coordinate delivery of database services.
- **Cloud Platform Services Peers** - Knowledge exchanges, technical assistance
- **Cyber Security Services** - Critical interaction to ensure platforms and services are secure
- **Team Members and Leadership** - Provide insights, technical work and support to team members and leadership
- **Business Technology Operations Peers** - Information sharing, collaboration for new services
- **Business Technology Operations Leaders** - Planning activities, operational efficiency recommendations
- **Vendors** - Support issues, research, and learning
- **Governance bodies** - including Governance, Change Advisory Boards and various committees and groups - Required for maintenance of services
- **FOIP / Litigation team** - Responding to requests from various ministries to support FOIP and litigation requests against hosted services
- **Records Management/Information Management** - Critical interaction for job function to properly align services to RM/IM requirements
- **Infrastructure Services** - Aligning to standards provided by infrastructure team; including server configuration, server architecture and cloud services

## Required Education, Experience and Technical Competencies

Education Level

Diploma (2 year)

Focus/Major

Other

2nd Major/Minor if applicable

Designation

If other, specify:

Information Technology, Computer Science, or related program

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

Two-year technical diploma in a related field; or equivalent as described below.

Equivalence - Directly related education or experience considered on the basis of: 1 year of education for 1 year of experience; or 1 year of experience for 1 year of education

Experience with conducting research, building models, data collection and analysis.

Experience understanding conceptual, logical and physical data models.

Strong problem-solving and analytical skills.

Strong risk management skills.

Experience working in a government environment.

## 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Observes and understands larger impact of role:</b> <ul style="list-style-type: none"> <li>• Sees impact of work on organization; anticipates change in own area based on activities in other areas</li> <li>• Considers how own work impacts others and vice versa</li> <li>• Ask questions to understand broader goals</li> <li>• Aware of how organization adds value for clients and stakeholders</li> </ul>	
Creative Problem Solving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Is open to new ideas and breaks problems down to identify solutions:</b> <ul style="list-style-type: none"> <li>• Breaks down problems into small parts</li> <li>• Constructively questions and challenges the norm</li> <li>• Open to other's perspectives and aware of own</li> <li>• Contributes ideas for improving processes, and adapts existing practice to address problems</li> </ul>	
Agility	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Understands need for change and manages own emotions:</b> <ul style="list-style-type: none"> <li>• Uses common sense and past experience to</li> </ul>	

		approach ambiguous problems • Prevents emotions from affecting others negatively • Looks for information on changes • Open to new ideas and helping co-workers	
Drive for Results	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Actively sets goals and remains open to advice on reaching them: • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking information or multiple priorities • Operates within APS value system	

### Benchmarks

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

### 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

\_\_\_\_\_  
Supervisor / Manager Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
Supervisor / Manager Signature

\_\_\_\_\_  
Director / Executive Director Name

\_\_\_\_\_  
Date yyyy-mm-dd

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Director / Executive Director Signature

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ADM Name

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Date yyyy-mm-dd

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ADM Signature

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DM Name

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Date yyyy-mm-dd

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