

## Update

Ministry

Service Alberta and Red Tape Reduction

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

ATI ANALYST

Current Class

Program Services 2

Job Focus

Supervisory Level

00 - No Supervision

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

2025-06-01

Responsibilities Added:

Updated Job Titles due to legislative changes and references to the Freedom of Information and Protection of Privacy (FOIP) Act have also been updated to refer to the Access to information (ATI) Act.

Responsibilities Removed:

None

## Job Purpose and Organizational Context

Why the job exists:

The ATI Analyst (Analyst) reports to the Access to Information (ATI) Coordinator. The Analyst supports the ATI Coordinator, Senior ATI Advisors and the pillar in compliance with the legislated GoA policy requirements of the ATI Act.

The Analyst supports the ATI Coordinator and Senior ATI Advisors in the management of access to information requests under the Access to Information (ATI) Act.

Job purpose:

- Prepares and provides supporting documentation and/or recommendations in accordance with the ATI Act and other relevant legislation for routine access to information requests
- Supports the effective and efficient administration of ATI services within the client ministry

## Responsibilities

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

1. Supports the Senior ATI Advisors and/or ATI Coordinator in the management of the access to information requests under the ATI Act within legislated timelines:

- Examines the scope of the access to information request and gathers information from the program area on the record content
- Identifies setbacks that arise in requests (i.e. delays in records retrieval process) to the Senior ATI Advisor and/or ATI Coordinator and presents possible solutions
- Reviews and organizes records which includes identifying duplicate records, chronological ordering of records, consultation requirements, and responsiveness of records in the context of the request scope outlined by the Applicant
- Assists in preparing and coordinating correspondence to the applicant, third party notification(s) and internal consultations within legislated timelines
- Prepares and provides initial recommendations to the Senior ATI Advisor and/or ATI Coordinator on the application of the ATI Act to the request (i.e. processes routine requests and requests for correction of personal information)
- Researches and analyzes comparisons of application of national access and privacy legislation(s), Alberta Case law, GoA ATI Guidelines and Practices and the Office of the Information and Privacy Commissioner's Orders and Decisions regarding appropriate application of the ATI Act and ATI Regulations
- Produces documents, on-going administration of ATI request file, including documentation in the ATI System and preparation of the completed package for release
- Processes routine access/personal requests or consultation requests with singular ATI provision application, smaller volume of records, and no secondary process (i.e. third party, legal review, or cabinet consultation requirements)

2. Analyze and compile relevant reference material for internal and external stakeholders concerning access and privacy legislation and research that supports the application of the ATI provisions:

- Supports the ATI office in responding to general inquiries on the access to information process
- Provides written and verbal summary analysis of legal advice, consultation advice, and program/business area advice to the Senior ATI Advisors and/or ATI Coordinator
- Ensures documentation and ATI decision-making records meet the GoA information and records management standards. (Electronic and Hardcopy)
- Prepares reporting and statistical analyzes of ATI operation compliance
- Understands the situation, question, and business context

3. Other related duties as assigned by management.

## Problem Solving

Typical problems solved:

This position completes routine requests, which are not high profile or sensitive, under the direction of the ATI Coordinator. It works within established GoA ATI policy and procedures that set the operating guidelines for requests. Guidance and support is available on a regular basis, and requests at this level are monitored.

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

## Key Relationships

Major stakeholders and purpose of interactions:

### INTERNAL (within the department):

- Employees from different levels of government, to share information and explain the requirements under ATI Legislation.

### EXTERNAL (outside the department):

- ATI applicants to explain the ATI process.
- ATI community to share and exchange information.
- Local businesses and the general public to share information and explain the requirements under ATI Legislation.

## 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:

### PRACTICAL JOB KNOWLEDGE:

- Working knowledge of the ATI Act and Regulations and various other legislation(s) as it related to information sharing/gathering
- Working knowledge of records management process for the GoA
- Applies judgement in providing and communicating information to appropriate parties
- Learns how to network and provide services to client ministry, applicant and the internal and external stakeholder expectations when conducting routine requests (networking and service delivery knowledge)

### THEORETICAL KNOWLEDGE:

- Strong knowledge of research principles and techniques to analyze routine requests

### SKILLS AND ABILITIES

- Ability to research and reference legislation and policy, procedures, regulations.
- Good verbal and written communication skills are required for all aspects of the position (clear, concise, informative, and logical communication) to interact with people within or outside of the client Ministry,
- Organizational and time management skills are required in order to meet legislative timelines for the processing of access requests.
- Strong problem-solving and critical thinking skills.
- Ability to review large volumes of records paying attention to detail.
- Analytical skills.

## 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		
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

## Benchmarks

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