



## **Purpose**

The Human Resource Services Branch (HRS) provides HR support to 83 MLAs, their constituency offices, caucus offices, Office of the Speaker, and the management and staff of the Legislative Assembly Office (LAO). Under the direction of the HR Manager and the Director of Human Resource and Information Technology Services, this position is one of a team of 6 staff who support the delivery of comprehensive HR services to the Legislative Assembly. This position is responsible for all pay, benefit and related HR requirements for an assigned but variable portfolio. A focus on commitment to client service and excellent use of judgment is key to providing HR services to this unique client group. HRS operates in accordance with the Legislative Assembly Act, Members Services Orders, Standing Orders, Speaker and Clerk direction, LAO policies and procedures, and Alberta public service, benefit, salary and policy regulations, and provincial and federal regulations.

## **Responsibilities**

1. Administer all aspects of pay within established policies, procedures, regulations and federal and provincial legislation to ensure compliance and that MLAs, salary, wage and contract staff receive accurate and timely payments.

- research, interpret and apply complex policies and regulations regarding pay
- work with team members to plan strategies to meet deadlines and processing requirements
- ensure accuracy in the calculation and inputting all earning and deduction transactions on the Legislative Assembly payroll system
- monitor and audit transactions for accuracy and compliance
- proactively identify issues arising from pay activities and recommend resolutions

2. Administer benefits within established policy, procedures and service provider regulations in order to ensure compliance and that clients have access to and are fully informed about their entitlements.

- research, interpret and apply various policies and regulations governing benefit plans
- respond to inquiries and liaise with service providers and clients to resolve problems
- draft correspondence and communication materials regarding entitlements, changes to benefit plans etc.
- calculate, document and enter benefit transactions on the Legislative Assembly payroll system
- monitor and audit transactions for accuracy and compliance
- manage the administration processes for pensions to ensure accurate and timely delivery of service

3. Administer contracts within LAO policies, procedures and provincial and federal legislation to ensure compliance and that members and staff are fully informed about their options and entitlements.

- liaise with members and staff regarding various contract options and implications
- review and verify contracts for compliance with contract terms and LAO policies
- track terms and prepare correspondence, contracts and amendments as needed
- identify, research, recommend and implement solutions to problems

4. Work with the HR team to provide consulting services for the provision of various HR programs within administrative policies and guidelines in order to meet the goals and objectives of the Human Resource Services Branch.

- coordinate orientations, transfers, terminations and leaves
- administer various related functions such as attendance, performance appraisals, parking, security access, non cash benefits, bonds etc
- provide administrative support for Human Resources programs
- draft routine correspondence and maintain records and statistics
- assist in the development and implementation of operational initiatives which may include technical advances and cost saving measures to improve or enhance service delivery
- ensure HR policies and practices are consistent in delivery to all stakeholders
- participate in special projects and provide insight and expertise as appropriate
- supervise and train program, wage and summer staff
- ensure management and senior staff are advised of ongoing and/or exceptional issues
- remain current on innovations or changes to the field of payroll/benefits

5. Assist with payroll accounting and 3rd party reporting as required to ensure compliance with policies and procedures and provincial and federal legislation and the overall delivery of a successful payroll.

- ensure payroll meets processing deadlines and audit requirements
- calculate 3rd party billings, develop reports and ensure remittances meet due dates
- coordinate pension reporting and audit requirements
- assist with the production and coordinate distribution of cheques/direct deposit slips
- assist with the production and coordinate distribution of T4s
- research and make recommendations for system enhancements
- identify and assist with the resolution of payroll system problems

6. Support the overall operations of the LAO in order to meet the goals and objectives of the Legislative Assembly Office in the provision of support to the Legislature.

- Contribute as an active team member to LAO initiatives, which may include supporting the Clerk, Speaker, ceremonial and conference functions.
- Participate in planning, implementation and monitoring of services required to ensure the smooth transition from legislature to legislature, which includes assisting new and exiting members and staff during pre and post election activities.

### **Scope**

- Services provided impact the efficient operation of the branch and client/employee satisfaction in relation to compensation and retention issues.
- Services are provided to a variable work force of partisan and non-partisan staff, including MLAs, constituency, caucus, management, and opted out staff. Contract positions may be subject to change at times particularly as the result of provincial elections.
- Operates as a non-partisan entity in a dynamic political environment.
- Serves as a liaison with government departments, benefit providers, and the general public.

### **Knowledge (fully functioning)**

- In depth knowledge of public service policies, procedures and regulations relating to HR issues.
- In depth knowledge of Master and collective agreements, management and opted out policies and regulations.
- In depth knowledge of benefit administration (1stChoice, Members Choice, Public Service Employee Pension Plan, Management Employee Pension Plan, Long Term Disability, and

- Worker's Compensation Board) regulations and processing requirements.
- In depth knowledge of salary, wage and contract payment policies and regulations.
- In depth knowledge of automated payroll systems (Canadian Payroll/Dynamics)
- Advanced word processing (Microsoft Suite)
- Good working knowledge of the Legislative Assembly Act, Members Services Orders, Employment Standards, CRA regulations and guidelines, and other related provincial and federal regulations.
- Working knowledge of accounting principals.
- The ability to project a professional and efficient image in all interactions with clients.
- Excellent organizational skills with dedicated attention to detail.
- Excellent interpersonal and communication skills, both oral and written.
- Sound use of judgment supported by consistent tact and diplomacy.
- Good working knowledge of internal and external resources and the ability to establish and maintain professional relationships and partnerships .
- Excellent analytical and problem solving skills and the ability to identify and research options.
- The ability to work independently and within a team environment.
- An understanding of parliamentary procedures and a strong commitment to client service.
- A good working knowledge of LAO goals and objectives.