



IDENTIFICATION

Department	Position Title	
Finance	Intern Job Analyst	
Position Number	Community	Division/Region
15-17157	Yellowknife	Strategic Human Resources/HQ

PURPOSE OF THE POSITION

The Intern Job Analyst is responsible for assisting the members of the job evaluation and organizational design unit with ensuring the effective job evaluation and organizational design of all positions within the Government of the Northwest Territories (GNWT) using the Hay Job Evaluation Method. The position is also responsible to learn relevant processes, standards and frameworks to support the maintenance of the integrity of the job evaluation system in order to meet the requirements of pay equity legislation, employment agreements, and the GNWT's job evaluation process.

The Intern Job Analyst will therefore perform activities such as initial draft job evaluation assessments, processing finalized position evaluations, performing routine edits to job descriptions, creating draft organizational charts for client use, as well as providing routine advice to clients with respect to the scope and processes of job evaluation and organizational design.

SCOPE

Located in Yellowknife, the Intern Job Analyst (Intern) will report to the Manager, Job Evaluation and Organizational Design. The Intern will be provided with training in the Hay Method of Job Evaluation specific to the Government of the Northwest Territories (GNWT), and will be mentored in the interpretation and application of the methodology and organizational design. The Intern will learn to measure work across the total organization of departments and agencies of the GNWT, how organizational structure and context impact job evaluation, and how to determine the appropriate competency job family and role-specific competencies for individual positions.

Additionally, the Intern will learn about intersecting areas of the human resources branch, including staffing, labour relations and succession planning, and how processes flow across



these areas of human resources. The Intern will learn the process of entering position information into the Human Resource Information System (PeopleSoft) and how it impacts incumbent records, and will also assist Job Analysts in disbursing evaluation results, maintaining DIIMS records and website content, and will answer routine inquiries as assigned.

Upon completion of the internship, the Intern Job Analyst will have a thorough understanding of Job Evaluation and Organizational Design in the GNWT, as well as the specific role of a Job Analyst.

RESPONSIBILITIES

1. Under the guidance of a Job Analyst or the Manager, assists with the analysis and evaluation of GNWT, Boards and Agency positions

- Reviews job descriptions, locates viable comparables, drafts initial evaluation rationale for review by a Job Analyst for their review and feedback
- Attends meetings of the Interdepartmental Job Evaluation Committee (IJE) and Job Evaluation Appeal hearings as an observer
- Attends Job Analyst and HR Client Service Manager meetings as an observer to learn about cross-considerations when and how evaluations are applied

2. Under the guidance of a Job Analyst or the Manager, provides data support related to job evaluation submissions

- Enters data in the Human Resources Information System (Peoplesoft)
- Learns how to review and draft responses to questions from Data Management Officers within Financial and Employee Shared Services (FESS) area
- As directed, sends revised final job descriptions to clients for their records
- Assists in running and reviewing data reports related to position information
- Assists in the maintenance of DIIMS records and website content related to job evaluation and organizational design
- Assists in the documentation of processes related to job evaluation and organizational design

3. Under the guidance of a Job Analyst or the Manager, provides job description (JD) writing guidance to client departments

- Reviews submitted JDs for current standard formatting and stylistic conventions (i.e., current VIP template, reasonable length, appropriate tone, gender neutrality)
- Reviews JD for compliance with Indigenous Recruitment and Retention Framework, and applying the Job Description Guidelines
- Proposes edits for Job Analyst review using track-changes
Under Job Analyst guidance, discusses proposed edits and any JD questions with client department



- 4. Under the guidance of a Job Analyst or the Manager, assists in determining appropriate behavioural competency job family placement for positions**
 - Considers nature of work described and proposes a suitable competency job family placement
 - Proposes six specific functional competencies that could be deemed critical to the position, for discussion with a Job Analyst / Manager.
- 5. Under the guidance of a Job Analyst or the Manager, creates draft organizational charts as requested by clients**
 - Learn Org Plus software and become familiar with GNWT structure conventions
 - Assist with creating draft charts that incorporate client-proposed changes to existing organizations, for illustrative purposes
- 6. Provide routine responses to client questions as directed**
 - Provide standard answers to questions regarding unit process and timelines
 - Assist clients with locating web-based information with respect to job evaluation & organizational design

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate, both orally and in writing, with clarity and tact
- Ability to understand concepts and principles and apply them in an operational setting
- Organization, prioritization, and time management skills
- Analytical and research skills
- Problem-solving skills



- Collaboration skills
- Ability to identify and account for personal bias
- Ability to exercise rational judgement
- Ability to understand large organizational structures, environment, and cultures
- Ability to understand human resource services within a public service context
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace

Typically, the above qualifications would be attained by:

A relevant Bachelor's degree.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☒ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred