



## IDENTIFICATION

Department	Position Title	
Finance	Job Analyst	
Position Number	Community	Division/Region
15-5291	Yellowknife	Strategic Human Resources

## PURPOSE OF THE POSITION

The Job Analyst is responsible for the provision of specialized job analysis services to ensure the effective evaluation of all GNWT positions, according to the Hay Job Evaluation system, in order to maintain the integrity of the job evaluation system and meet the requirements of pay equity legislation, the Collective Agreement and the GNWT's job evaluation process. The Job Analyst also provides basic advice and guidance regarding organizational planning and design, and its potential impacts on evaluation.

## SCOPE

Located in Yellowknife, the position reports to the Manager, Job Evaluation and Organizational Design. The Job Analyst is a subject area expert, evaluating jobs independently, and chairing a committee of evaluators in reaching appropriate and consistent evaluations of all government jobs using the Hay Job Evaluation methodology. The position provides job evaluation and organizational design advice, assistance and education to GNWT employees in order to foster a better understanding of job evaluation and organizational planning in the organization.

The Department of Finance is responsible for implementing and maintaining standards and processes respecting the job evaluation system and for carrying out the evaluation of all GNWT Public Service jobs (except NWT TA teaching jobs). The Job Analyst is the main source supporting the implementation of the job evaluation processes and ensuring the integrity of the job evaluation system. Finance staff and Department Managers and Senior Managers will regularly consult with these positions for job evaluation advice including position management, the Hay Job Evaluation process, the maintenance of job families and benchmarks, and the appeal process.



Through the process of job evaluation, a job's relative worth in the organization is determined. In turn, through another process, the pay for a position is determined. In order to pay individuals fairly for the work required, the process of job evaluation must accurately reflect the true nature of the work being done. These processes are carried out in accordance with the Hay Evaluation Methodology, the Collective Agreement between the GNWT and the Union of Northern Workers, the Excluded Employees' Handbook, the Senior Managers' Handbook, the Human Resource Manual, and payroll and pay equity legislation and policy.

There is always a challenge to maintain an evaluation system that fairly and accurately reflects job values. This is particularly the case when there is a pressure to address market issues through evaluation. The work of the Analysts requires them to maintain the integrity of the system while being open and sensitive to the variations and commonalities between different work environments and jobs performed in those different environments.

## **RESPONSIBILITIES**

- 1. Analyzes and evaluates all GNWT, Board, and Agency positions to ensure establishment and consistency of appropriate evaluations.**
  - Assesses evaluation requests to determine the nature of the position change by reviewing job descriptions and the organization structure of the department/division.
  - Analyzes job descriptions through comparative analysis of similar positions ensuring evaluation consistency for positions across the GNWT.
  - Meets with managers to discuss job descriptions and organization structure to gain a better understanding of the position.
  - Chairs the Interdepartmental Job Evaluation Committee (IJEC) by leading the evaluation discussion to ensure evaluation consistency.
  - Informs Managers, Finance Client Services Managers and Deputy Ministers of the job evaluation outcomes providing feedback on particular evaluation decisions and rationale of the full evaluation.
  - Researches and assists the Manager with developing the GNWT's position for evaluation appeal hearings and attends as a representative of GNWT on the Union of Northern Workers (UNW) first level Job Evaluation Appeal Board.
- 2. Ensures that the integrity of the job evaluation system is maintained.**
  - Advises Managers on the development of job descriptions, the job evaluation process, how jobs are evaluated and the potential impacts of organization structure on evaluations.
  - Identifies evaluation anomalies or inconsistencies and participates/leads in the development and implementation of measures to address such issues.
  - Investigates (or desk audits) contentious job areas where anomalies/inconsistencies may exist and reviews and revises job family where required.



- Develops training materials and provides workshops to managers and staff regarding the Hay Job Evaluation system and processes, to promote the understanding of job evaluation and organizational design and develop improvements.
- Maintains the focus of IJEC members on the Hay Evaluation process, ensuring the committee's adherence to the Hay methodology and equal pay legislation.

**3. Supports the development and implementation of Job Evaluation and Organizational Design policies and procedures.**

- Responds to job evaluation and organizational design inquiries from managers and staff.
- Ensures job evaluation requests are complete.
- Enters job evaluation results into the Human Resource Information System (HRIS).

## **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**

- Client service skills
- Broad understanding of large-organization environment, culture, and business strategies with the ability to understand, recognize and/or anticipate concerns or problems.
- Ability to communicate, both orally and in writing, with clarity and tact.
- Organizational and time management skills.
- Strong problem-solving skills and judgment.
- Knowledge of principles of job evaluation systems and an understanding of equal pay issues.
- Analytical and research skills.
- Understanding of how job evaluation and its integration has an effect on other human resource functions.



- 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 and 2 years in a relevant field.  
Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

Specialized training in the Hay Job Evaluation Method in the GNWT context is required and will be provided to a successful candidate.

**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