



August 29, 2013

File: 1385-20/Lu

Barbara Lu

S. 22

Dear Barbara:

Re: Auxiliary Position
Clerk R9, Step 3
Position Number: 00095139, BC-112-5232
Board Resourcing and Development Office, Vancouver
Ministry of Technology, Innovation & Citizens' Services

I am pleased to offer you the above noted appointment effective September 4, 2013. Your salary will be \$40,155.61 annually (which is \$1,539.06 bi-weekly).

The term of this appointment is limited to March 31, 2014, however as employment is dependent on work requirements, salary funds being available, this date may change. If the date is changed, you will be notified as soon as possible.

You will be subject to a probationary period of 913 hours.

Your supervisor will be Natalya Brodie, Manager, Board Resourcing and Development Office.

You will be excluded from union or association membership. The terms and conditions of your employment are available on the employee intranet and available to you when you start work, so that you will be familiar with them.

As a new employee, there are certain documents necessary to commence payroll and others that are required as a condition of employment. The documents and instructions for completing and submitting them are available through the following website:

http://employment.gov.bc.ca/employee_paperwork/. Please complete and submit these documents as directed as quickly as possible after your start date to ensure timely payroll processing.

Please call Natalya Brodie at 604-775-1683 to confirm your acceptance of this offer and to discuss further actions.

I wish you success in your employment.

Yours truly,



Athana Mentzelopoulos
Deputy Minister

p.c.: HR Consultant, BC Public Service Agency

I accept Barbara Lu Date: Aug 30, 2013
Barbara Lu

I decline _____ Date: _____
Barbara Lu

TITLE: ANALYST, HUMAN RESOURCES**CLASSIFICATION: CLERK 9****CONTEXT**

Board Resourcing and Development Office was established in 2001 to bring professional processes to the area of board governance within the public sector. BRDO oversees the nomination of over 2500 people and close to 300 provincial boards, agencies and commissions. Our goal is to select the most qualified individuals with the highest personal and professional integrity to serve the public on the Province's boards, agencies and commissions.

JOB OVERVIEW

To provide administrative services to the Board Resourcing and Development Office in support of a best practice approach to the recruitment and selection of individuals who serve on the Province's boards, agencies and commissions.

ACCOUNTABILITIES

Required:

- Participates in the recruitment and selection of individuals who serve on the Province's boards, agencies and commissions. Assists in the Human resource management processes of the Board Resourcing and Development Office.
- Manages the security screening process required for board nominees.
- Manages office processes and the flow of information by screening and prioritizing incoming demands.
- Manages the administrative services of the office; anticipates daily needs, organizes and compiles accurate briefing materials while ensuring security of confidential and restricted documents and information.
- Organizes, prepares and compiles accurate briefing materials and ensures security of confidential and restricted documents.
- Ensures information is available for issues to be dealt with in an informed, productive and timely manner.
- Determining issues of priority and flagging urgent situations.
- Provides the project team with administrative assistance including interpreting legislation and evaluating options and recommending solutions.
- Coordinates and prioritizes meetings with other government officials (provincial, federal, municipal), business leaders, and other stakeholders.

- Tracks and follows up on issues or projects, ensuring they are addressed and resolved in an accurate and timely manner.
- Preparation of accurate briefing materials and candidate biographies and ensuring security of confidential and restricted documents.
- Prepares a variety of confidential correspondence, memos, detailed reports and/or presentation slides.
- Maintains effective and current office systems such as file management and other tracking systems.

JOB REQUIREMENTS

- Secondary school graduation or equivalent and some post-secondary courses in public administration, business administration, communications or other relevant disciplines.
- Demonstrated experience in project management; interpreting legislation; evaluating options and recommending solutions.
- Demonstrated experience liaising with government officials and general public on a wide range of issues.
- Experience in human resource management including knowledge of recruitment processes, due diligence, and security checks required for board nominees.
- Experience with file management including a solid understanding of records management.
- Proven ability in writing briefing notes and biographies.
- Ability to handle heavy workloads and adapt to changing priorities and timelines.
- Knowledge of the public agency legislative requirements.
- Knowledge of cabinet and order in council procedures.
- Knowledge of government organizations and appropriate protocol.
- Knowledge of the public agency legislative requirements.
- Knowledge of appointment guidelines, nomination process, and corporate governance issues.
- Demonstrated experience liaising with government officials, relevant stakeholders and general public on a wide range of issues.
- Strong computer skills in word processing and other computer applications such as spreadsheets, email, power point and databases (i.e. Microsoft Office Suite).
- Strong interpersonal skills, ability to use tact and diplomacy and work in a highly scrutinized and politically sensitive environment.
- Excellent written and oral communication skills.
- Office experience working in a confidential capacity.
- Knowledge of program deliverables of the ministry and of the structure and authorities of various legislative/government organizations (i.e., cabinet, treasury board).

- Computer literacy and ease of use of technology.
- Ability to act independently in high pressure situations requiring tact, diplomacy, judgement and discretion.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position**).

BEHAVIOURAL COMPETENCIES

- **Organizational Awareness** is the acumen to appreciate and the ability to use the power relationships in either one's own, or other, organization(s). This includes the ability to identify the real decision-makers and the individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the organization.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Listening, Understanding and Responding** is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to both spoken and unspoken or partly expressed thoughts, feelings and concerns of others. People who demonstrate high levels of this competency show a deep and complex understanding of others, including cross-cultural sensitivity.
- **Improving Operations** is the ability and motivation to apply one's knowledge and past experience for improving upon current modes of operation within the Ministry. This behaviour ranges from adapting widely used approaches to developing entirely new value-added solutions.
- **Flexibility** is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.
- **Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organise and compare the various aspects of a problem or situation, and determines cause-and-effect relationships to resolve problems in a sound, decisive manner.
- **Problem Solving/Judgment** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- **Relationship Building** is working to build or maintain ethical relationships or networks or contacts with people who are, or may be, potentially helpful in achieving work-related goals and establishing advantages. These people may include customers, clients, counterparts, colleagues, etc.

Consent for Disclosure of Criminal Record Information



Where ideas work

PART 1 (To be completed by applicant/employee)

Surname Lu		Given Name (1) Barbara		Given Name (2) Stefany, Dayla	
Sex <input checked="" type="checkbox"/> F <input type="checkbox"/> M	Date of Birth	Gov't Employee ID	Driver's Licence No.	Phone Number (incl.	Email Address
s 22					
Address (no., street, apt.)		City	Province	Postal Code	Country
s 22					
Place of Birth		Usual First Name or Alias		Maiden Name/Other Surnames	
s 22					

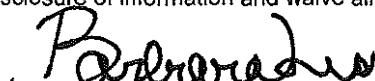
Failure to accurately disclose the above information is grounds for disqualification from employment or dismissal in the event that the information is discovered after employment.

PERMISSION, WAIVER and RELEASE:

Pursuant to Section 8(1) of the Privacy Act of Canada, and Sections 32(b) and 33.1(1)(b) of the British Columbia Freedom of Information and Protection of Privacy Act (FOIPPA), by my signature below I hereby consent to a check for records of criminal convictions, outstanding charges, and/or arrests. Other documents in the custody of the police, the court, or crown counsel may be accessed in order to assess any information found as a result of the criminal record check.

I authorize the release of this information to the Personnel Security Screening Office of the Ministry of Public Safety and Solicitor General for the purposes of determining my suitability for a position in the BC Public Service. I understand that my consent will be retained on file, that if I am charged or convicted of an offence subsequent to this record check I agree to report the charge or conviction to my organization, and that I will be required to submit to periodic rechecks to retain my position. This information is collected by the British Columbia Public Service under s.26(c) of FOIPPA. Any questions about the collection and use of this information can be directed to an HR Service Representative at the BC Public Service Agency by submitting a request at [AskMyHR](#), phoning: 1-877-277-0772 or writing to: Manager, Contact Centre Operations, BC Public Service Agency 810 Blanshard St. Victoria, B.C. V8W 2H2

I hereby release and forever discharge (i) Her Majesty the Queen in Right of Canada, the Royal Canadian Mounted Police, their members, employees, agents and assigns, and (ii) Her Majesty the Queen in Right of the Province of British Columbia and all employees and agents of the Province of British Columbia from any and all actions, causes of actions, claims, complaints and demands for any form of relief, damages, loss or injury which may hereafter be sustained by myself, howsoever arising from the above authorized disclosure of information and waive all rights thereto.


Applicant/Employee Signature

2013/11/29
Date (Year, Month, Day)

PART 2 (To be completed by hiring manager)

Hiring Manager Surname BRODIE		Hiring Manager Given name NATALYA	
Ministry/Organization BRDO	Hiring Manager Phone Number 604 775 1683	Hiring Manager Email Address (government email only) natalya.brodie@gov.bc.ca	

1. Initiate the criminal record check on this applicant by entering the information on this form into the Personnel Security Screening Office (PSSO) on-line service at this address: <https://eservice.pssg.gov.bc.ca/pssol/>.
2. Record entry into PSSO on-line service.

<input type="checkbox"/> Check here to confirm criminal record check request entered into PSSO online service	Reference Number (from PSSO online service after submission)
---	--

3. Scan the first page of this form plus the photocopies of the applicant's ID and send them to the BCPSA using an [AskMyHR service request](#). Enter "Consent for Security Screening" in the subject line. Select "Jobs & Hiring" then "Criminal Record Check Consent Form" in the service list. Attach the scanned documents. Securely destroy the originals.

Public Service Act

PUBLIC SERVICE OATH REGULATION

Form of oath

- 1 The prescribed form of oath for the purposes of section 21 of the *Public Service Act* is as follows:

As a member of the British Columbia Public Service, I, Barbara Lu, [employee name] do solemnly swear/affirm [circle one] that I will

- 1 loyally serve the people of British Columbia through their democratically elected government,
- 2 honour and faithfully abide by the Standards of Conduct for Public Service Employees, and
- 3 to the best of my ability,
 - (a) act with integrity, putting the interests of the public and the public service above my own personal interest and avoiding all conflicts of interest, whether real or perceived,
 - (b) safeguard confidential information, not divulging it unless I am either authorized to do so or required to do so by law,
 - (c) base my advice, recommendations and decisions on the objective evidence that is available to me,
 - (d) serve the government impartially, and
 - (e) conduct myself honestly and ethically, in a manner that maintains and enhances the public's trust and confidence in the public service and does not bring it into disrepute.

Sworn/Affirmed [circle one] by me, at VANCOUVER, BC, this 11 day of SEPTEMBER, 2013.

Barbara Lu

Person giving Oath or Affirmation

Chris Gilmour

Person administering Oath or Affirmation

CHRIS GILMOUR
Deputy District Registrar

Note: this regulation replaces B.C. Reg. 51/87.

[Provisions of the *Public Service Act*, R.S.B.C. 1996, c. 385, relevant to the enactment of this regulation: sections 21 and 25]

Re: Policy Statement - Standards of Conduct

Click here for the [Standards of Conduct Policy](#).

The objectives of this directive are to describe the standards of conduct expected of employees and to define Employer and employee responsibilities related to them. Public Service employees who breach the policies in this directive may be subject to disciplinary action up to and including dismissal.

You will note that some of the principles described in this statement are reflected in the Oath of Employment taken by all employees upon entering the Public Service. Would you please ensure you read the directive and adhere to the principles declared and the procedures to be followed, noting especially the accountabilities of employees.

Please sign the statement at the bottom of this memorandum and return to Client Services, BC Public Service Agency within ten working days. Please retain the attached policy statement for your records.

I hereby acknowledge that I have received a copy of the policy on Standards of Conduct and that I have read and understood this policy.

Barbara Lu
Signature

Barbara Lu
Name

Sept. 6, 2013
Date

Information and Communications Technology (ICT) Agreement

Information Management and Information Technology Management

I, Barbara Lu, have received
a copy of the Standards of Conduct and Chapter 12, Core Policy and
Procedures Manual and understand my responsibilities regarding the
appropriate use of government information and communications
technology.

Barbara Lu
Employee Signature

Sept. 6, 2013
Date

Pc: BCPSA HR Client Services for Employee Personnel File